



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323 • SUNRISE, FLORIDA 33351-6704 • TEL 954-765-6120

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Superintendent of Schools

DRAFT

DATE: (release date)
TO: Prospective Proposers
FROM: Carol Barker, Purchasing Agent
(954) 765-6127
SUBJECT: **Instructions to Proposers**
Request for Proposals (RFP) 23-087V – Computers, Servers and Printers

The School Board of Broward County, Florida (SBBC) is interested in receiving proposals, in response to the attached RFP, for **Computers, Servers and Printers**. Any questions regarding this RFP should be addressed to me, in writing, at the address stated above or via facsimile at (954) 767-8417. No other School Board staff member should be contacted in relation to this RFP. Any information that amends or supplements any portion of this RFP, which is received by any method other than an addendum issued to the RFP should not be considered and is not binding on SBBC.

In order to assure that your proposal is in full compliance with all requirements of the RFP, read carefully all portions of RFP document paying particular attention to the following areas:

PROPOSERS' CONFERENCE

A Proposers' Conference will be held on _____, 2002, beginning at 10:00 a.m., in the _____. Representatives from all interested companies are encouraged to attend.

REQUIRED RESPONSE FORM

Section 1, Required Response Form must be completed in full and executed by a representative.

PROPOSAL SUBMITTAL FORMAT

Proposers are requested to organize their proposals in accordance with Section 3.0. SBBC reserves the right to reject and not consider any proposal not organized and not containing all the information outlined in Section 3.0.

DUE DATE

Proposals are due in the Purchasing Department on the date and time stated on _____. In order to have your proposal considered, please make sure that it is received on or before the date and time due. SBBC reserves the right to reject any proposal not received on or before the date and time due.

STATEMENT OF "NO" RESPONSE

If you are **not** submitting a proposal in response to this RFP, please complete Attachment F, Statement of "No" Response and return via facsimile to (954) 767-8417. Your responses to the Statement of "No" Response are very important to the Purchasing Department when creating future RFPs.

Thank you for your interest in Broward County Public Schools. Again, if you have any questions, please contact me at the telephone number stated above.

PROPOSERS' CONFERENCE

_____, 2002
_____ a.m.

_____ Room
7720 W. Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704

RFP 23-087V - DRAFT -

Computers, Servers and Printers

These are public meetings. In accordance with Title II of the Americans with Disabilities Act, any person requiring an accommodation at the RFP conference because of a disability must contact the Equal Educational Opportunities Department at (954) 765-6187 or TDD (954) 765-6188.

REQUEST FOR PROPOSALS (RFP)

RFP 23-087V - DRAFT -

Computers, Servers and Printers



RFP Release Date: _____, 2002

Proposers' Conference: _____, 2002

Written Questions Due: On or Before _____, 2002
in Purchasing Department

Proposals Due: On or Before 2:00 p.m. _____, 2002
in Purchasing Department

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Purchasing Department
7720 W. Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704

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ATTACHMENTS

Attachment A - System Specifications

Attachment B - Cost Proposal Sheet

Attachment C - M/WBE Utilization Report

Attachment D - Employment Diversity Statistics

Attachment E - M/WBE Participation

Attachment F – Statement of “No” Response

REQUEST FOR PROPOSALS (RFP) 23-087V
1.0 REQUIRED RESPONSE FORM

RELEASE DATE: _____, 2002

TITLE: **Computers, Servers and Printers**

This Proposal must be submitted to the **Purchasing Department of The School Board of Broward County, Florida, 7720 W. Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704, on or before 2:00 p.m. _____, 2002** and plainly marked **RFP 23-087V, Computers, Servers and Printers**. Proposals received after 2:00 p.m. on date due will not be considered.

One complete, original proposal (clearly marked as such) and ___ copies, including this **REQUIRED RESPONSE FORM** (Page 1 of RFP 23-087V), must be fully executed and returned on or before 2:00 p.m. on date due to the Purchasing Department in accordance with the submittal requirements. Proposal must contain all information required to be included in the proposal as described herein. Completed proposals must be submitted in a sealed envelope (package, box, etc.) with the RFP number and name clearly typed or written on the front.

PROPOSER INFORMATION

PROPOSER'S NAME: _____

STREET ADDRESS: _____

CITY AND STATE: _____

PROPOSER TELEPHONE: _____ PROPOSER FAX: _____

PROPOSER TOLL FREE: _____

CONTACT PERSON: _____

CONTACT PERSON'S ADDRESS: _____

CONTACT TELEPHONE: _____ CONTACT FAX: _____

CONTACT TOLL FREE: _____

INTERNET E-MAIL ADDRESS: _____ INTERNET URL: _____

PROPOSER TAXPAYER IDENTIFICATION NUMBER: _____

Proposal Certification

I hereby certify that: I am submitting the following information as my company's proposal; I agree to complete and unconditional acceptance of the contents of Pages 1 through 32 inclusive of this Request for Proposals, and all appendices and the contents of any Addenda released hereto; I agree to be bound to any and all specifications, terms and conditions contained in the Request for Proposals, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

NOTE: Entries must be completed in ink or typewritten. This original Required Response Form must be fully executed and submitted with this Proposal (see Section 3.1.1).

2.0 INTRODUCTION AND GENERAL INFORMATION

- 2.1 **Introduction:** The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive proposals from manufacturers of personal computer desktop and laptop/notebook systems, servers and printers who wish to be considered as the provider of these systems to SBBC. It is the intent of SBBC to contract directly with computer manufacturers. However, a manufacturer may submit a proposal, which includes reseller participation for certain requirements as listed herein (i.e., installation services, repair services, technician support, etc.). The scope of this RFP includes systems for both educational and administrative environments using both Apple MacIntosh and Microsoft Windows operating systems equipment and other value-added services crucial to SBBC for the following groups of items:

- Group 1: Windows Laptop/Notebook Systems
- Group 2: Windows Desktop Systems
- Group 3: Apple Laptop/Notebook Systems
- Group 4: Apple Desktop Systems
- Group 5: Windows Servers
- Group 6: Apple Server
- Group 7: Laser Printers – Black and White
- Group 8: Laser Printers – Color
- Group 9: Inkjet Printers
- Group 10: Multi-Function Printers

SBBC is located in Broward County, Florida and encompasses the Greater Fort Lauderdale metropolitan area. SBBC is currently the nation's 5th largest school district serving over 250,000 students and operating approximately 268 facilities (schools and administrative offices). Student population increases on an average of 6,000 to 10,000 students per year and this trend is expected to continue for the foreseeable future. SBBC currently employs approximately 25,000 full-time, permanent employees. SBBC has one of the nation's largest technology-rich networks. It has been designed to support the enrichment of its teaching and learning environment, and the school system's administrative requirements. SBBC has over 250 "drops" on its Asynchronous Transfer Mode (ATM) wide area network, spanning the entire geographical reach of Broward County. The network has nearly 100,000 connected computers, over 1500 Windows and Apple Servers, and a major Data Center hosting the core operational systems in a predominantly IBM OS/390 environment. SBBC utilizes the Windows NT network operating system, and has begun the process of migrating to the Windows 2000 / Active Directory environment. SBBC's communication infrastructure supports a unified, centrally-administered telephone solution, centralized Internet-provision services, designated microwave instructional television delivery capabilities, and 102 designated distance learning/videoconferencing sites. For additional information on SBBC, visit SBBC's website at www.browardschools.com.

Technology is crucial to the success of SBBC students and staff. Therefore, in order to ensure that students and staff have access to quality systems and the highest level of support, the RFP evaluation process will be conducted in two phases for all proposers meeting minimum eligibility requirements to secure the best possible combination of systems and support at the best cost:

Phase I - Proposer and System Qualifications

A. Proposer Qualifications (____ Maximum Points)

Proposer must achieve, at a minimum, ____ points in this section in order to have its systems considered.

B. System Qualifications (Pass/Fail Evaluation)

All systems submitted for a particular Group must be designated, by SBBC, as passing in order to have proposal for Group considered. In the event proposer offers any Group that does not contain a passing system for each item within Group, the entire Group will be disqualified.

Phase II - Cost Proposals (____ Maximum Points)

In order to determine the best possible combination of systems and support at the best cost, the scores from Phase I and Phase II will be combined to determine the rank of proposers for each group of items listed herein.

2.0 INTRODUCTION AND GENERAL INFORMATION (Continued)

- 2.2 **Proposers' Conference:** A Proposers' Conference will be held on _____, 2002 in the _____ beginning at 10:00 a.m. Representatives from all interested companies are encouraged to attend.

The purpose of the Proposers' Conference is to allow prospective proposers to bring forth questions they may have, to allow prospective proposers to be aware of questions other proposers may have, and to stimulate discussions that will generate questions in an effort to assist prospective proposers in preparing the best and most comprehensive proposal for submission to SBBC. **The purpose of the Proposers' Conference is not to answer questions.** All questions submitted in writing will be answered to all proposers via Addenda. All questions shall be submitted in accordance with Questions and Interpretations 2.5. Any verbal information given, by any party, at the Proposers' Conference is not binding on SBBC. Only the information provided in the RFP or via Addenda shall be considered by proposers.

In addition, a representative from SBBC Minority Women Business Enterprise (M/WBE) Department will be present to address issues regarding M/WBE participation. M/WBE certified vendors are invited to attend.

- 2.3 **Proposal Submittal:** Submit proposals in accordance with Section 3.0 of RFP. In order to facilitate the proposal evaluation process, special attention should be paid to assure that all requested is included and that proposals are organized in a manner consistent with Section 3.0. SBBC reserves the right to reject and not consider any proposal that is not submitted in accordance with Section 3.0 or that does not include any requested information.

- 2.4 **Proposal Due Date:** The complete original proposal properly completed and signed must be submitted in a sealed envelope and received **on or before 2:00 p.m.**, _____, **2002** at the following address in order to be considered:

PURCHASING DEPARTMENT
The School Board of Broward County, Florida
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704
Attention: RFP 23-087V - Computers, Servers and Printers

Proposer shall submit one original proposal with an original manual signature. Proposer should also submit ____ additional copies of proposal. The proposal containing the original manual signature should be clearly identified as the original proposal. All proposals shall be submitted in sealed packaging with RFP number and the proposers firm name clearly marked on the exterior of package.

2.0 INTRODUCTION AND GENERAL INFORMATION (Continued)

- 2.5 **Questions and Interpretations:** Any questions concerning any portion of this RFP must be submitted, in writing, to **Carol Barker, Purchasing Agent, The School Board of Broward County, Florida Purchasing Department, (954) 765-6127**, at the address listed in Section 2.4 or via facsimile (954) 767-8417. Any questions, which require a response, which amends the RFP document in any manner, will be answered via addendum by the Purchasing Department to all proposers. No information given in any other matter will be binding on the School Board or Broward County.

Any questions concerning any condition or requirement of this RFP must be received in the School Board of Broward County, Florida Purchasing Department, in writing, on or before _____, 2002. Submit all questions to the attention of the individual stated above. If necessary, an Addendum will be issued. Any verbal or written information, which is obtained other than, by information in this RFP document or by Addenda shall not be binding on SBBC.

- 2.6 **Award:** SBBC intends to make an award, by GROUP, to a primary and up to one alternate responsive, responsible proposers who have complied with the terms, conditions and requirements of RFP. The highest ranked awardee will be considered the primary vendor and the next highest ranked awardee will be considered the alternate vendor in order of rank. The alternate awardee will only be utilized in the event of default by the primary awardee.

- 2.7 **Contract Term:** The purpose of this RFP is to establish a contract beginning with date of award and continuing for a period of 36 months. The term of the contract may, by mutual agreement between SBBC and the awardee, upon final School Board approval, be extended for two additional one-year periods and, if needed, 90 days beyond the expiration date of the final renewal period. The Board, through its Purchasing Department, will, if considering to renew, request a letter of intent to renew from each awardee, prior to the end of the current contract period. The awardee will be notified when the recommendation has been acted upon by SBBC. All prices shall be firm for the term of the contract. The successful awardee(s) agrees to this condition by signing its proposal.

- 2.8 **Broward County, Florida Board of County Commissioners** (hereinafter referred to as "County"): This RFP has been developed to include the computer, server and printer requirements of the County. By virtue of submitting a proposal in response to this RFP, proposers agree to provide the County with the same goods and services at the same terms, conditions and prices offered to SBBC in proposal.

2.0 INTRODUCTION AND GENERAL INFORMATION (Continued)

2.9 Calendar:

_____, 2002 Release of RFP

_____, 2002 Proposers' Conference

_____, 2002 Written questions due in the Purchasing Department

_____, 2002 Proposals due on or before 2:00 p.m. in Purchasing Department, 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704. *

_____, 2002 Evaluation Committee meeting to review and evaluate proposals received.
Meeting to be held at _____. *

_____, 2002 Posting of Recommendation for Award

* These are public meetings. In accordance with Title II of the Americans with Disabilities Act, any person requiring an accommodation at the RFP opening because of a disability must contact the Equal Educational Opportunities Department at (954) 765-6187 or TDD (954) 765-6188.

3.0 PROPOSAL SUBMITTAL FORMAT

- 3.1 **General Information:** This section represents information that is to be included in all proposals submitted but will not be utilized for evaluation purposes.
- 3.1.1 **Required Response Form:** (Page 1 of RFP) with all required information completed and all signatures as specified. Any modifications or alterations to this form shall not be accepted and proposal will be rejected. The enclosed original Required Response Form will be the only acceptable form.
- 3.1.2 **Title Page:** Include RFP number, subject, the name of the proposer, address, telephone number and the date.
- 3.1.3 **Table of Contents:** Include a clear identification of the material by section and by page number.
- 3.1.4 **Letter of Transmittal:** Include the names of the persons who will be authorized to make representations for the proposer, their titles, addresses and telephone numbers. The Letter of Transmittal shall also indicate the person(s) to which any notice related to this engagement shall be addressed.
- 3.1.5 **Other Company Names:** State under what, if any, other or former name(s) the proposer has operated or done business under. If none, state so.
- 3.2 **Minimum Eligibility:** In order to be considered for award and to be further evaluated, proposer must meet or exceed the following criteria:
- 3.2.1 **Minimum Eligibility for Groups I through V:** Proposer submitting proposal for Groups I through V must be submit documentation that proposer is designated by The Gartner Group, as of the Proposal Due Date, as either :
- Enterprise Tier Manufacturer
 - Regional – Business, Education and Government Tier Manufacturer.
- 3.2.2 **Minimum Eligibility for Groups VI through IX:** Proposer submitting proposal for Groups VI through IX must be the manufacturer of the items being offered.
- 3.3 **Proposer Qualifications:** This section outlines the information that must be included in each proposal in order to evaluate proposer's qualifications. Proposer must fully respond to each evaluation criteria. See Section 4 for details on evaluation of proposals and point allotment for evaluation criteria. Failure to respond or incomplete responses to any evaluation criteria below will result in zero or reduced allocation of points for the criteria and may result in disqualification of entire proposal.
- 3.3.1 **Executive Summary** - Submit a brief abstract, of no more than three pages, stating the proposer's understanding of the nature and scope of the services to be provided and capability to comply with all terms and conditions of RFP.
- 3.3.2 **Organizational Profile** - Submit detailed responses to the following:
1. Size of Organization.
 2. Number of years in business, including operation under other firm names.
 3. Number of years in business in the State of Florida.
 4. Resumes of individuals that will have direct role in the performance and supervision of this engagement.
 5. Profile of local (Miami-Dade, Broward or Palm Beach Counties) account representative(s), sales and system engineering staff highlighting experience in the K-12 market and certifications and designations.

3.0 PROPOSAL SUBMITTAL FORMAT (Continued)

3.3 Proposer Qualifications (Continued):

- 3.3.3 **Product Performance/Reliability** - Provide statistical information about the products proposed in this RFP such as:
- A. Mean Time Between Failure (MTBF)
 - B. Customer Satisfaction Data
 - C. Repeat Customers
 - D. On-time Delivery
 - E. Disaster Recovery/Business Continuance Support Services
 - F. Recall Occurrences
 - G. Support Response Time
- 3.3.4 **Other Qualifications** - Describe other qualifications that may help SBBC assess proposers capabilities such as:
- A. Degree to which your company provides enhanced product support and how your product line and support services lower total cost of ownership for SBBC.
 - B. Ability to provide streamlined product ordering.
 - C. Availability of training facilities.
 - D. Removal of Surplus/Obsolete Equipment: SBBC has an on going need to remove surplus computer equipment from schools and departments. Proposer should indicate how proposer can assist SBBC in this goal and if there is a cost associated with equipment removal. Additionally, proposer should describe any programs/plans that the vendor proposes including, but not limited to, trade-in, buy back plans, etc.
- 3.3.5 **Similar Performance and Letters of Reference** - Briefly describe the three most similar contracts, preferably Florida educational (K-12) or other governmental agencies, or related engagements that proposer is currently engaged in or has completed. Submit a letter of reference from each account, including number of systems provided.
- 3.3.6 **Litigation History** – Provide a statement of any litigation or regulatory action that has been filed against your firm(s) in the last three years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect. For joint venture, team proposers, or proposals include, participation from a reseller, dealer, third-party service provider, etc., submit the requested information for each member of the joint venture, team or other participant as described herein.
- 3.3.7 **Partners in Engagement** - Identify any other firm, dealer, reseller, distributor, etc. that proposer intends to utilize to fulfill the value-added service requirements (i.e., installation, warranty service, helpdesk support, etc.) of this engagement. The Partners in Engagement must be local (Miami-Dade, Broward or Palm Beach Counties) or have a local presence. Provide responses 3.3.1 through 3.3.6 for each partner identified. If the proposer intends to deliver all services directly, points will be awarded in this section in the same manner as if the proposer intends to utilize a partner.
- 3.3.8 **Asset Management** – Provide a statement that documents proposer's ability to comply with the following asset management capabilities including, but not limited to: asset tagging; reporting capabilities; ability to provide SBBC access to data in asset management system; service tagging (separate from serial and asset tag) for items over \$750; using service tag number as identifier for all support access; asset information available via web page.

3.0 PROPOSAL SUBMITTAL FORMAT (Continued)

3.4 **System Qualifications:** Attachment A (System Specifications) lists the specifications for each system within each Group. Each system within each Group must meet or exceed the stated specifications. Proposer must submit complete technical descriptive product literature (hereinafter referred to as “technical literature”) for each system offered. Technical literature shall be in sufficient detail to indicate compliance with the specifications for the respective system offered. **Failure to include descriptive technical literature in sufficient detail to verify compliance with specifications shall result in disqualification and further consideration of submitted system.** In order to assist with the evaluation of each system offered, SBBC reserves the right to request, at no cost to SBBC, samples of any system offered. In the event that samples are requested, samples will be returned to proposer after award of contract.

The following is a summary of items within each Group. As stated above, technical literature in sufficient detail to indicate compliance with the specification (Attachment A) for each item offered must be submitted in order to have Group considered:

3.4.1 GROUP 1 - Windows Laptop/Notebook Systems

GROUP 1	System Description
ITEM 1A	Laptop/Notebook – Basic
ITEM 1B	Laptop/Notebook – Intermediate

In order to be considered for award of GROUP 1, all Systems (A and B) must be designated as “passing”. **Any single System (A or B) that is designated as “failing” will disqualify the proposal for the entire GROUP 1.**

3.4.2 GROUP 2 - Windows Desktop Systems

GROUP 2	System Description
ITEM 2A	Desktop – Basic
ITEM 2B	Desktop – Intermediate
ITEM 2C	Desktop – Special Purpose

In order to be considered for award of GROUP 2, all Systems (A - C) must be designated as “passing”. **Any single System (A - C) that is designated as “failing” will disqualify the proposal for the entire GROUP 2.**

3.4.3 GROUP 3 - Apple Laptop/Notebook Systems

GROUP 3	System Description
ITEM 3A	Laptop/Notebook – Basic
ITEM 3B	Laptop/Notebook – Intermediate

In order to be considered for award of GROUP 3, all Systems (A and B) must be designated as “passing”. **Any single System (A or B) that is designated as “failing” will disqualify the proposal for the entire GROUP 3.**

3.0 PROPOSAL SUBMITTAL FORMAT (Continued)

3.4 System Qualifications (Continued):

3.4.4 GROUP 4 - Apple Desktop Systems

GROUP 4	System Description
ITEM 4A	Desktop – Basic
ITEM 4B	Desktop – Intermediate
ITEM 4C	Desktop – Special Purpose
ITEM 4D	Desktop – Graphic Design

In order to be considered for award of GROUP 4, all Systems (A - D) must be designated as “passing”. **Any single System (A – D) that is designated as “failing” will disqualify the proposal for the entire GROUP 4.**

3.4.5 GROUP 5 - Window Servers

GROUP 5	System Description
ITEM 5A	Server – Low Demand
ITEM 5B	Server – Medium Demand
ITEM 5C	Server – High Demand

In order to be considered for award of GROUP 5, all Systems (A - C) must be designated as “passing”. **Any single System (A - C) that is designated as “failing” will disqualify the proposal for the entire GROUP 5.**

3.4.6 GROUP 6 - Apple Server

GROUP 6	System Description
ITEM 6	Apple Server

In order to be considered for award of GROUP 6, all Systems must be designated as “passing”. **Any single System that is designated as “failing” will disqualify the proposal for the entire GROUP 6.**

3.4.7 GROUP 7 - Laser Printers – Black and White

GROUP 7	System Description
ITEM 7A	Printer – Low Demand
ITEM 7B	Printer – High Demand

In order to be considered for award of GROUP 7, all Systems (A and B) must be designated as “passing”. **Any single System (A or B) that is designated as “failing” will disqualify the proposal for the entire GROUP 7.**

3.0 PROPOSAL SUBMITTAL FORMAT (Continued)

3.4 System Qualifications (Continued):

3.4.8 GROUP 8- Laser Printers – Color

GROUP 8	System Description
ITEM 8A	Printer – Low Demand
ITEM 8B	Printer – High Demand

In order to be considered for award of GROUP 8, all Systems (A and B) must be designated as “passing”. **Any single System (A or B) that is designated as “failing” will disqualify the proposal for the entire GROUP 8.**

3.4.9 GROUP 9 - Inkjet Printers

GROUP 9	System Description
ITEM 9A	Printer – Low Demand
ITEM 9B	Printer – High Demand

In order to be considered for award of Group 9, all Systems (A and B) must be designated as “passing”. **Any single System (A or B) that is designated as “failing” will disqualify the proposal for the entire Group 9.**

3.4.10 GROUP 10 - Multi-Function Printers

GROUP 10	System Description
ITEM 10A	Printer – Low Demand
ITEM 10B	Printer – High Demand

In order to be considered for award of Group 10, all Systems (A and B) must be designated as “passing”. **Any single System (A or B) that is designated as “failing” will disqualify the proposal for the entire Group 10.**

3.0 PROPOSAL SUBMITTAL FORMAT (Continued)

3.5 **M/WBE Information:** SBBC has a Minority/Women Business Enterprise (M/WBE) program. A M/WBE is defined by SBBC as any legal entity, other than a joint venture, which is organized to engage in commercial transactions and which is at least 51% owned and controlled by minority persons. For information on M/WBE Certification, contact the School Board's M/WBE Office at (954) 760-7470.

3.5.1 Is your firm a certified (Minority/Women Business Enterprise) M/WBE firm by SBBC or is your firm a certified M/WBE firm by the Department of Management Services, Division of Purchasing, State of Florida, as per Chapter 287.0943, Florida Statutes, as currently enacted or as amended from time to time.

- **If yes**, provide certification number: _____
- **If no**, identify the M/WBE firm or firms who will be working with you on this engagement and respond to 3.5.1.1 and 3.5.1.2 below. At a minimum, include the following for each M/WBE submitted.

3.5.1.1 Indicate the extent and nature of the M/WBE's work with specificity, as it relates to the services as described in this RFP, including the percentage of the total costs which will be received by the M/WBE firm in connection with this proposal. (See Attachment E.)

3.5.1.2 The awardee will be required to submit a monthly M/WBE Utilization Report (see Attachment C) which will track payments to M/WBE(s). This report is required 15 days after the end of each month, whether the M/WBE(s) received payments or not, until all committed remuneration has been received by the M/WBE. State your willingness to comply with this requirement.

NOTE: Awardee must provide the M/WBE Office a 30 day written notice for substitution of an M/WBE vendor.

3.5.2 Provide staff diversity information by completing and submitting Attachment D.

3.5.3 Proposer shall submit evidence of its involvement in the minority community. Such evidence may include, but not be limited to, minority sponsored events, purchases made from minority companies, scholarship funds targeting minority students, financial contributions and/or providing other corporate resources for minority community projects.

3.6 **PHASE II – Cost Proposals:** Proposer shall complete Cost Proposal Sheets (Attachment B) for each Group proposer wishes to have considered. Award shall be by **GROUP**; therefore, it is necessary to propose on every item within the group in order to be considered for award. Unit prices must be stated in the space provided on the Cost Proposal Sheet. All items within a group must have an individual cost. Failure to state the individual cost for an item within a group will result in disqualification of the group. Additionally, proposer should carefully consider each item for conformance to specifications. In the event that one item in the group does not meet the specifications, the entire group will be disqualified.

Cost Proposal Sheets should be submitted in a sealed envelope along with, but separate from, the Phase I proposal response.

4.0 EVALUATION OF PROPOSALS

- 4.1 **PHASE I EVALUATION, Proposer and System Qualifications:** An Evaluation Committee (hereinafter referred to as "Committee") shall evaluate all proposals submitted in response to information provided in Phase I, Proposer and System Qualifications, (Sections ____ through ____) according to the following criteria:

EVALUATION CRITERIA	MAXIMUM ALLOWABLE POINTS
Proposer Qualifications (See Section 3.3)	1000 Points Total
System Qualifications (See Section 3.4)	Pass/Fail
<u>M/WBE Section (See Section 3.5)</u> M/WBE Participation (Section 3.5.1) Staff Diversity (Section 3.5.2) Community Involvement (Section 3.5.3)	<u>200 Points Total</u> 100 Points 50 Points 50 Points
TOTAL POSSIBLE POINTS PHASE I	1200 Points Total

- 4.1.1 The Committee, during the evaluation process, reserves the right to ask questions of a clarifying nature once proposals have been opened, interview any or all proposers that respond to the RFP, or make their recommendations based solely on the information contained in the proposals submitted. However, no submittals made after proposal due date amending or supplementing the proposal shall be considered.
- 4.2 **PHASE II, Cost Proposal Evaluation (1000 TOTAL POSSIBLE POINTS ALLOWED):** Distribution of points for Phase II evaluation will be calculated as a percentage of cost increase as compared to the lowest cost proposal received for each Group. For example, if Proposer A submits a total cost of \$10,000.00 for Group I and Proposer B submits a total cost of \$15,000.00 for Group I and Proposer C submits a total cost of \$12,500.00 for Group I, Proposer A would receive 100% of the total points allowed, Proposer B would receive 67% (\$10,000/\$15,000), and Proposer C would receive 80% (\$10,000/\$12,500) of points.
- 4.3 **DETERMINATION OF AWARD RECOMMENDATION:** The points achieved in Phase I and Phase II will be combined to determine the rank of proposers. The top-ranked responsive, responsible proposer(s) meeting specifications, terms and conditions will be recommended to the School Board as one primary and up to one alternate proposer for each Group. The alternate awardee will only be utilized in the event of default by the primary awardee.

5.0 SPECIAL CONDITIONS

- 5.1 **Warranty of Currency:** SBBC includes the Warranty of Currency in this RFP to protect itself from unknowingly purchasing technology that is at the end of its production, support, and/or marketing life cycle.

It has been proven that it is not in the best interest of SBBC to purchase technology that, in the evolutionary course of computing innovation, is about to undergo a major, generational, upward shift. The intent of these provisions is not to require that the awardee perpetually upgrade equipment purchased by SBBC throughout its life. Rather, the intent of this special condition is to require that the awardee notify, in writing, SBBC of generational upgrades of the product line they sell to SBBC, prior to the sale and delivery of equipment under the terms of this RFP. This will ensure that SBBC is able to make the best purchasing decisions - not only based on what SBBC purchases, but also based on when the purchases are made.

During the term of this RFP, SBBC requires that specific and general information about major generational upgrades in their hardware product line, or operating systems releases, be provided in writing to SBBC at least 60 days prior to the disclosure and/or sale of the new technology in the open market. This 60-day period is hereafter referred to as the *60-Day Prior Notification Window (PNW)*. Each proposer to this RFP agrees to the conditions set forth in this special condition.

5.1.1 **Warranty of Currency / Specific Requirements: Hardware**

If the awardee fails to notify SBBC's Education Technology Services (hereinafter referred to as "ETS") Department at least 60 days before it, or the manufacturer whose product is resold to SBBC by the awardee, is scheduled to release on the open market desktop computer and/or laptop/notebook, server or printer devices that represent generational upgrades of their product line (as defined or described below), SBBC requires that the awardee provide complete unit replacement, or the retrofitting of equipment, upon request, of those devices that SBBC purchased after the commencement of the *60 day Prior Notification Window (PNW)* at no cost to SBBC. The replacement equipment, inclusive of its operating systems (OS) software, must incorporate the technology underlying the new, generational upgrade – retaining all other technical requirements and specifications contained in this RFP.

A generational upgrade, as the term relates to the computer hardware or printers requested in this RFP, is characterized by a major technical advancement that, at some point in the future, will cause the developer / awardee to restrict or cease its support for the preceding system(s)/printers. A generational upgrade is typified by, the following:

- Shift in processor build (486 – Pentium or any speed upgrade greater than 10%)
- Shift in basic standards of connectivity (SCSI, IDE, USB)
- Shift in minimum installed drive capacity

A generational upgrade, as the term relates to the computer hardware or printers requested in this RFP is not defined as, or typified by, the following:

- Installed RAM increases
- "Speed bumps" (Pentium IV 1.4GHz – Pentium IV 1.5 Ghz)

5.0 SPECIAL CONDITIONS (Continued)

5.1 Warranty of Currency (Continued):

5.1.2 Warranty of Currency / Specific Requirements: Software

If the awardee fails to notify ETS at least 60 days before it, or the manufacturer who's product is resold to SBBC by the vendor, is scheduled to cease selling or offering support for computers or laptops that utilize a specific Operating System, or version thereof, on/in the open retail market, SBBC requires that the awardee provide, upon request, the newer version of the Operating System software (with full SBBC license) for each of the devices purchased after the commencement of the *60 day Prior Notification Window (PNW)* at no additional cost to SBBC. The fully licensed software provided to SBBC for a RFP item previously delivered to SBBC under this Warranty of Currency provision will be installed by SBBC staff. Whenever a newer operating system version software upgrade is required under this Warranty of Currency clause, the awardee will provide a training class, for up to 20 persons, on both the contents of, and the installation procedures for, the new OS software. This training shall be conducted at no cost to SBBC. If it becomes necessary to invoke the tenets of this clause, individually packaged software media must be supplied on a "one-per-site" allocation to each SBBC location to which the awardee has sold product under the terms of this RFP after the commencement of the *60-day Prior Notification Window (PNW)*.

An Operating System upgrade is not required when new "Service Packs" are provided for the OS installed on computers that have been sold to SBBC.

5.2 Discontinuation and Substitution of RFP Item(s): During the period of time, in which this RFP remains in force, the awardee may modify its product line and will need to make substitution offerings to SBBC. The awardee is required to notify SBBC that an item offered for sale under the terms of this RFP is scheduled for discontinuation or withdrawal of general "open-market" availability. This notification must be made in writing to both SBBC's Purchasing Department and ETS Department. This written notification must be received by SBBC at least 30 days prior to the effective discontinuation date. This notification must also include the offer of a substitution item that is being offered by the awardee. Each line-item specification as detailed in this RFP must be referenced as it relates to the substitution offering, and each product feature of the substitution item must meet or exceed those detailed in this RFP. The notification shall include complete descriptive, technical literature on the proposed replacement item. SBBC reserves the right, during this 30-day advance notice period, to continue to order the item scheduled for discontinuation with the requirement that all such orders are filled as configured prior to the substitution offering, or to purchase the newer, substitution item. SBBC reserves the right to reject any item offered as a substitution item and to require that the vendor propose another replacement item. The cost of a substitution item may not exceed the cost of the item it is replacing under the terms and conditions of this RFP. SBBC, also reserves the right to change or add to the specifications and specific components, referenced in Attachment A, System Specifications, and negotiate price adjustments as specified in this RFP with the awardee.

5.3 Item Enhancement: During the term of the contract, the awardee may offer to SBBC an enhanced feature associated with any item. Written notification of intent must be received by SBBC 30 days prior to the effective date of the proposed change. Each item specification must be referenced as it relates to the enhancement, and each product feature of the enhanced item must meet or exceed those detailed in this RFP. The notification shall include complete descriptive, technical literature on the proposed enhanced item. SBBC reserves the right to continue to order the item as is or to purchase the newer, enhanced item.

5.0 SPECIAL CONDITIONS (Continued)

- 5.4 **Delivery:** Delivery shall be a maximum of 15 calendar days after receipt of order (ARO). Within the 15-day delivery period, a location administrator or ETS Project Manager can schedule the delivery of the entire order or part of the order by contacting the awardee named on the purchase order. Under certain circumstances, it may be advantageous for a delivery to be delayed beyond 15 days. Such a delay will be allowed up to 60 days (ARO) if requested, in writing, by a location administrator or ETS Project Manager. Awardee shall provide flexible delivery options and installation services. Shipping options shall allow for multiple addresses, and multiple locations for each address, on one purchase order.
- 5.5 **Samples:** A sample of each of the awarded and substitution items will be provided to SBBC upon request, and become a resource for the ETS Help Desk during the purchase and warranty period covered by the award. At the end of the warranty period, the sample may be picked up by the awardee within 30 days of notice to SBBC.
- 5.6 **Back-Orders:** If awardee is unable to deliver the items ordered by SBBC under the terms of this contract in the delivery time specified in Special Condition 5.4, and the hardware undergoes a generational upgrade or the Operating System undergoes a version or generational upgrade in the intervening time period, SBBC reserves the right to require that the item(s) delivered to SBBC subscribe(s) to either the original RFP specifications or the newer, enhanced RFP specifications as made available by the awardee for the product at no additional cost to SBBC. If the awardee experiences a back-order of items requested by SBBC, the awardee shall ensure that such items are delivered within thirty (30) calendar days from the date of the purchase order. If delivery is not made within thirty (30) calendar days from the date of the purchase order, SBBC shall have the right to cancel the order and purchase the items from the alternate awardee or any other purchasing option available.
- 5.7 **Estimated Quantities:** Estimated quantities for each item is included on each Cost Proposal Sheets. These estimates are to be used by the proposer as a guide when completing the cost columns on each Cost Proposal Sheet. The quantities shown are estimates of the quantity of items expected to be purchased during the term of the award. Actual quantities purchased may either exceed or be less than the quantities shown. All awardees will be required to supply the item(s) awarded at the proposal price regardless of the actual quantity of each item ordered during the term of the award. Awardee must have the financial capability to process individual purchase orders, as received, and not wait until a batch of orders has accumulated.
- 5.8 **Sales Promotion/Price Reduction:** Sales promotions may occur during the course of this contract that will lower prices of some products for the period of the sales promotion. SBBC shall receive the full benefit of such reductions if lower than the price established by this RFP. SBBC must be notified of these promotions, in writing, specifying the beginning and ending dates of the sales promotion.

Awardee(s) may always offer SBBC an additional educational/governmental discount at any time and invoice SBBC at a lower cost than the cost submitted on the Cost Proposal Sheet for that item. It is the intent and purpose of this Special Condition for an awardee to raise the discount level to SBBC for any item awarded whenever any component cost of an item is lowered. A lower component cost of an item could result from, for example, a reduction in the awardee's cost to deliver, furnish, purchase or manufacture the item proposed, any of its included components required herein, or any value-added services required herein. Proposal items will be evaluated based upon the prices submitted at the time of the proposal opening. Any reduction in the cost of an item which occurs between the time of the RFP opening and the award effective date will be required to be submitted to SBBC Purchasing Departments by the awardee(s) immediately upon award notification.

5.0 SPECIAL CONDITIONS (Continued)

- 5.9 **Pricing:** The items listed on the Cost Proposal Sheet are indicative of the minimum system configurations currently procured by SBBC in each of the desktop, notebook, server and printer groups. Each Cost Proposal Sheet requires that each proposer list a price at which they will currently sell these items to SBBC. The proposers are additionally required to provide the calculated percentage discount (**Universal Awardee/Group Discount**) that has been applied to the publicly published (print or web) price for the same group of items as stated on the RFP response for that group. Proposers are required, in their RFP response, to list one percentage discount level that applies to all the items within a specific group. This percentage discount (**Universal Awardee/Group Discount**) will establish the discount level that will be applied to all future pricing for items procured by SBBC from the awardee as a result of the award of this RFP. SBBC reserves the right to modify the technical specifications from those stated on the System Specifications noted in this RFP at any time and for any item procured from the awardee, including Balance of Line Items.
- 5.10 **Installation:** It shall be the responsibility of the awardee(s) to include on-site inside delivery and installation of hardware and software and to also assure satisfactory operation of all features including, if applicable, ensuring software is set up with any bundled hardware necessary to ensure optimal operation of the product. This installation includes installation of software drivers, or any software necessary for optimal operation. Installation must be consistent with the procedures described in the product manual and must conform to the installation procedures or specifications provided by SBBC at time of installation. SBBC requires all software and associated printed documents, delivered in fulfillment of this RFP, to be original, shrink-wrap, publisher-packaged products. SBBC will not accept copied or duplicated software or documentation. Product licensing must also accompany all delivered software.

Installation must be scheduled when the school/center/department is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Installation shall not be performed on weekends or during designated SBBC holidays unless pre-arranged with SBBC.

The location administrator/ETS Project Manager and awardee will schedule an installation date and time. The location administrator/ETS Project Manager shall confirm this installation date and time with the awardee prior to installation. Installation shall be completed within four days after delivery date or as scheduled by the site administrator or the ETS department administrator, where applicable. If installation is required beyond the four-day limit, it will be the responsibility of the awardee to obtain, in writing any specific agreements made with the location administrator/ETS Project Manager. Payment to the awardee cannot not made until all items on the Computer Installation Check Off Sheet have been fulfilled. Neither the awardee nor its employees will initiate contact with persons at the site of installation for the purposes of obtaining payment or the approval of payment.

Installers must be fully competent in the installation and operation of the product as delivered. If it is determined by SBBC that an installer is not fully competent, SBBC reserves the right to have the company provide another qualified installer. If the awardee cannot provide a fully competent installer for the awarded product, then the awardee will be in violation of the RFP.

The awardee(s), in fulfilling this RFP requirement, shall not cause SBBC to violate any copyright provisions for software furnished to SBBC.

Installers are required to attend an installer's meeting if scheduled by the ETS Department. If an installer's meeting is scheduled, a letter from the ETS Department will notify installers. Failure to attend the installer's meeting will be a violation of the RFP.

The cost of installation will be included in the cost submitted on the Cost Proposal Sheet for each item.

5.0 SPECIAL CONDITIONS (Continued)

5.10 Installation (Continued):

5.10.1 General Installation and Systems Integration Procedures – Desktops, Notebooks, Servers and Printers:

- When the installer arrives, the location administrator or designee will have the site plan, which designates the room(s) for equipment installation and will ensure access to the designated room(s).
- The installer is responsible for removing all documentation, software and manuals from boxes and placing them in an area designated by the location administrator.
- The installer is responsible for breaking down and removing all boxes and packing materials to an area designated by location administrator.
- SBBC will provide the installer with the most current Vendor Information Packet (VIP), including installation specifications to be used when installing product. See attached sample of the Vendor Information Packet that will be provided by SBBC at time of evaluation.

5.10.2 General Computer Set-Up Procedures - Desktops, Notebooks, Servers and Printers:

The installer is responsible for the following:

- Coordinate with ETS a minimum of one week prior to install.
- Unpack the boxes located in the designated work areas and dispose of all packaging materials.
- Unpack and install peripherals, including but not limited to the mouse, keyboard, monitor and external speakers.
- Verify that all OEM software, CD-ROM media, user's manuals and other publications are with each system. Collect all system publications and place in an area designated by the location administrator.
- Install and set-up OEM operating system software and computer OEM software.

5.10.3 For Included Software: For each desktop, laptop/notebook computer and server, awardee shall supply at installation completion, installation disks sets including but not limited to: Operating System, printer drivers, network card drivers, video drivers, hard disk drivers, etc.

5.10.4 Configure Desktop and Notebook Computer Software

- Configure users, files, peripherals, storage systems and network protocols as per district standards included in the Vendor Information Packet.
- Test that all software components work.
- Verify network connectivity and services as per ETS Department specifications.
- If operating condition of computer is unsatisfactory, put a sign on the computer describing the problem, enter information on the equipment installation sheet included in the VIP and notify location administrator of the problem.
- Install/remove and configure, at SBBC discretion, any network protocols as indicated in the VIP. Verify successful integration into site network by ensuring login to server(s) and printing to network printer(s) and other requirements as outlined in the VIP.
- Verify all components are in satisfactory working condition.
- Document network installation and leave documentation and all OEM software with Location Administrator or designee and send a copy to ETS.

5.0 SPECIAL CONDITIONS (Continued)

5.10 Installation (Continued):

5.10.5 Configure Server Software

- Configure users, groups, files, peripherals, storage systems and network protocols as per district standards included in the Vendor Information Packet.
- Test that all software components work.
- Verify network connectivity and services as per ETS Department specifications.
- Provide backup for entire server configuration.

SBBC will accept the "backup for entire server configuration", after configuration is complete and is in compliance with specifications, using the tape backup system included in the RFP submission. SBBC requires one master backup for each unit purchased up to ten units per SBBC site. If any / all backup sets supplied are found to be defective or not in compliance with specifications of this RFP, during the term of this RFP, it is the responsibility of the vendor to supply SBBC with replacement backup sets according to the specifications of this RFP and at no additional cost to SBBC. SBBC will not accept a Zip, Jazz, or floppy disk backup of entire system. SBBC will accept a tape backup, provided the tape is made using the backup system submitted in fulfillment of the RFP.

- If operating condition of server is unsatisfactory, put a sign on the computer describing the problem, enter information on the equipment installation sheet included in the VIP and notify location administrator of the problem.
- Install/remove and configure, at SBBC discretion, any network protocols as indicated in the VIP. Verify successful integration into site network by ensuring login to server(s) and printing to network printer(s) and other requirements as outlined in the VIP.
- Verify all components are in satisfactory working condition.
- Document network installation and leave documentation and all OEM software with Location Administrator or designee and send a copy to ETS.

5.10.6 Configure Printer Software

- Install printer and install printer driver software on designated computer and server.
- Establish print queue on designated server.
- Leave OEM printer driver software with Location Administrator or designee.
- Verify that all components are in satisfactory working condition, such as trays, cartridges, etc.
- Test printer with at least one application; test color, if applicable.
- Train Location Administrator or designee to install and configure print drivers on other computers at the work site.
- If printer is not in satisfactory working condition, put a sign on the printer, indicating problem and notify Location Administrator.
- Verify successful integration into site network.

5.0 SPECIAL CONDITIONS (Continued)

- 5.11 **Instruction Manuals:** Awardee is required to furnish an instruction manual for item. Each manual shall contain definition of equipment capabilities, technical description of equipment operation, description of malfunction identification and trouble shooting procedures. Awardee should submit photographs, drawings, manufacturer's catalogues, technical data sheets, and/or product literature on items proposed with the RFP. However, it must be received within three (3) calendar days of the request by SBBC. Literature should be clearly marked as to each item number. Failure on the part of the awardee to submit the requested literature and/or catalogues when requested will result in the awardee being declared non-responsive.
- 5.12 **Verification Of Installation:** Awardee(s) shall provide the means by which SBBC personnel can randomly verify the content of the installed devices to ensure compliance with this RFP. Items to be checked/inventoried include but are not limited to: cache type and size, hard disk capacity, installation disk sets and video memory.
- 5.13 **Technical Support:**
- 5.13.1 **Desktops:**
Awardee(s) for **desktops** shall supply one SBBC -based, full-time help desk phone support person from the date of award through expiration of this contract and including any renewals. This support person will physically be located at the ETS Department and will perform any duties relevant to the help desk as assigned by the ETS Director or designee. During the term of this contract, awardees for **desktops** shall supply Help Desk phone support with on-site support when required. The technical support is to be provided at no additional cost to SBBC. If it is determined by SBBC that the provided Help Desk phone support person is not acceptable to SBBC , then SBBC reserves the right to have the awardee provide another qualified Help Desk phone support person. In addition, awardees for **desktop** computers are required to provide a direct toll free, premium tier level telephone technical support number solely dedicated to SBBC during the **five-year warranty period**. The direct toll free, premium tier based telephone technical support number is to be provided at no additional cost to SBBC.
- 5.13.2 **Notebooks:**
Awardees for **laptop/notebook** computers are not required to provide a Help Desk person but must supply a direct toll-free, premium-tier level telephone technical support number solely dedicated to SBBC during the **five-year warranty period**. The direct toll-free, premium-tier based telephone technical support number is to be provided at no additional cost to SBBC.
- 5.13.3 **Servers:**
Awardees for **Servers** are not required to provide a Help Desk person but must supply a direct toll-free, premium-tier level telephone technical support number solely dedicated to SBBC during the **five-year warranty period**. The direct toll-free, premium-tier based telephone technical support number is to be provided at no additional cost to SBBC.
- 5.13.4 **Printers:**
Awardees for **Printers** are not required to provide a Help Desk person but must supply a direct toll-free, premium-tier level telephone technical support number solely dedicated to SBBC during the **five-year warranty period**. The direct toll-free, premium-tier based telephone technical support number is to be provided at no additional cost to SBBC.

5.0 SPECIAL CONDITIONS (Continued)

5.14 Training:

5.14.1 Desktops and Notebooks:

Proposer must include one four-hour session of hands-on training for each new model desktop, laptop/notebook computer or Operating System (OS) release purchased by SBBC. This one-time training will be held at the ETS Department. SBBC requires training for up to 20 SBBC personnel. The cost of training is to be included in the cost submitted on the Cost Proposal Sheet for each item. Topics shall be focused on the operation of the devices, OS release and any related topic determined by SBBC.

5.14.2 Servers:

Awardee must include one 7-1/2 hour day of hands-on training for each server purchased by SBBC. This one-time training will be held at the location in which the server is installed. SBBC requires training for up to five SBBC personnel per site. Training, all or a portion of, may be waived by SBBC at SBBC's discretion. SBBC will decline training by indicating, in writing, on the **NT Server Installation Check Off Sheet**. It is the responsibility of the awardee to obtain this waiver of training. The cost of training is to be included in the cost submitted on the Cost Proposal Sheet for each item. Topics shall include, but not be limited to:

- How to use the operating system
- How to use the hardware
- How to connect client devices to the servers

Operating system training shall include, but not be limited to:

- How to sign on as the LAN Administrator
- How to perform user/group maintenance
- How to perform printing set-up
- Training outline guide must be submitted to and approved by the ETS Department before training commences.

5.14.3 Printers:

Awardee must include one hour of training per printer item sold per SBBC site purchased by SBBC. For example, if SBBC purchases one ITEM 1 and five of ITEM 2 for one site, the awardee would be responsible for training SBBC site personnel for one hour on ITEM 1 and one hour on ITEM 2 for a total of two hours at that site. This training is not to include installation or setup time. This training will be held at the delivered to location, for a minimum of two SBBC personnel. Topics shall include, but not be limited to:

- How to install printer driver on client computer
- How to use all features of the driver on the client computer (duplex printing, scaling, font setup, etc.)
- How to change default settings using the printer's control panel or applicable software
- How to change paper sizes, trays, etc.
- How to change toner
- How to perform preventative maintenance
- How to connect to the network where applicable
- SBBC requires training for up to five SBBC personnel per site.

5.0 SPECIAL CONDITIONS (Continued)

- 5.15 **Manufacturer Account Representative:** Awardee shall provide, during the term of the contract, a local (Broward, Miami-Dade or Palm Beach Counties) representative who will be able and authorized resolve all account-related issues. Representative shall be available business days between the hours of 8:00 a.m. to 6:00 p.m., including during RFP evaluation period. In addition, awardee shall provide a representative at the factory level.
- 5.16 **Partners in Engagement:** Section 3.0 requires that proposer identify any Partners in Engagement that will be utilized to fulfill the requirements of RFP. In the event that proposer/awardee intends to utilize any partners in this engagement, the following will apply :
- Awardee shall not employ any partners in engagement or subcontractor against whom SBBC may have a reasonable objection.
 - Awardee shall not be required to employ any partners in engagement or subcontractor against whom contractor has a reasonable objection.
 - Awardee shall be fully responsible for all acts and omissions of its partners in engagement or subcontractor and of persons directly or indirectly employed by its subcontractors and of persons for whose acts any of them may be liable to the same extent that awardee is responsible for the acts and omissions of persons directly employed by it. Nothing in the RFP shall create any contractual relationship between any partners in engagement or subcontractor and SBBC or any obligation on the part of SBBC to pay or to see the payment of any monies due any partners in engagement or subcontractor. SBBC may furnish to any partners in engagement or subcontractor evidence of amounts paid to awardee on account of specific work performed. Awardee agrees to bind specifically every partners in engagement or subcontractor to the applicable terms and conditions of the RFP for the benefit of SBBC.
 - Awardee will not be entitled to subcontract, transfer or assign the performance obligations provided herein to any other party without the prior written consent of SBBC nor shall awardee be allowed to assign any rights, including monies which may become due under the RFP, without the prior written approval of SBBC.

5.0 SPECIAL CONDITIONS (Continued)

5.17 Warranty:

The awardee shall fully guarantee the cost of parts and labor (except for abusive damage which could have been avoided by referring to the instructional manual) for a period of **five years** for all hardware items, unless otherwise specified in the chart below, from the date of installation acceptance as indicated on the equipment installation check sheet which will be included in the vendor installation packet, at no additional charge to SBBC. **This will be an “on-site” warranty.** It is a requirement of this RFP that all items, unless otherwise specified in the chart below, have a **five-year warranty**. A one-year or three-year warranty is not acceptable. In the event of a dispute on requested repairs between SBBC and the awardee, the decision of SBBC designee shall be final and binding on both parties. “On-site” means that equipment requiring warranty service will be inspected and serviced by the awardee at the owner's work location. If the repair cannot be accomplished at the owner's work location; the equipment may be removed to a remote repair site. If repairs cannot be completed and unit returned within ten business days, awardee shall provide, within two business days of determination of delay, but no later than the eighth business day, a replacement loaner similarly configured unit of the same or better make and model as the unit being serviced. If a unit is removed from a location for repair, the location representative shall be provided with a duplicate copy of the awardee's receipt document before removing the unit from the location.

Warranty Requirements by Group		
Group	Description	Warranty Period
1	Windows Laptop/Notebook Computers	5 year on-site warranty
2	Windows Desktop Computers	5 year on-site warranty
3	Apple Laptop/Notebook Computers	5 year on-site warranty
4	Apple Desktop Computers	5 year on-site warranty
5	Windows Servers	5 year on-site warranty
6	Apple Server	5 year on-site warranty
7	Laser Printers - Black and White	5 year on-site warranty
8	Laser Printers - Color	5 year on-site warranty
9	Inkjet Printers	Manufacturers Standard warranty
10	Multi-Function Printers	5 year on-site warranty
	Peripherals and Other Items	Manufacturers Standard warranty

Proposers may or may not include manufacturer's warranty; however, it will be the responsibility of the awardee(s) to warrant all new purchases of hardware for the period cited in paragraph one after date of installation acceptance as indicated on the installation check sheet, at no additional charge to SBBC. However, if the manufacturer's stated warranty is greater, then the manufacturer's warranty will prevail and must be provided to SBBC. Failure to furnish the warranty stated shall result in cancellation of awardee(s) contract. Warranty information submitted with this RFP shall not alter the minimum warranty requirements stated herein. The awardee, after being notified, shall respond within 24 hours and complete within ten business days all needed repairs. Although the awardee has the option of repairing or replacing equipment requiring warranty service, any equipment repaired three times in a twelve-month period MUST be replaced with new equipment if a fourth repair is required.

All parts are to be new original equipment manufacturer (OEM) parts or manufacturer certified for use. Any product supplied under the terms of this contract, which arrives inoperable, shall be considered dead-on-arrival (DOA) and replaced by the awardee with a new product identical to that ordered. The replacement product must be delivered within ten business days of notification. The awardee is required to provide a facsimile telephone number to be used for the notification process for all warranty issues. This facsimile telephone number must be toll free from anywhere in Broward SBBC.

5.0 SPECIAL CONDITIONS (Continued)

5.17 Warranty (Continued):

It is the responsibility of the awardee to transport the equipment from and to the original location and coordinate all warranty repairs, if repair cannot be accomplished at the location. Awardee shall be completely and solely responsible for the coordination and completion of all repairs, including pickup at location and reinstallation of any equipment according to all special conditions and specifications of this RFP. Equipment removed from a location shall be returned in its original condition, without scratches or markings that did not exist on the unit prior to its removal. If the equipment can not be repaired, it must be replaced with new equipment.

5.17.1 Exceptions

Awardee has no responsibility for warranty services of network or application software or for any hardware or peripheral devices not provided by it. Operating system software and other components originally delivered or "bundled" as an integral part of the covered hardware shall be deemed part of the covered hardware for purposes of warranty services unless specifically excluded in writing by SBBC.

In addition to the above warranty requirements for all hardware items, the following specific requirements are also required:

Items must have repair and warranty work performed by the manufacturer's authorized repair technician using only original equipment manufacturer (OEM) or manufacturer certified parts when servicing equipment. Awardee will be required to transport equipment and coordinate all warranty repairs. Proof from the manufacturer that the repair technician is authorized must be furnished with the RFP or within three days of notification. Failure to be authorized and to submit the required proof with the RFP or within three days of notification will result in disqualification of the item. Upon request, the awardee shall supply the manufacturer's return authorization number or proof from the manufacturer that all warranty work performed was consistent with manufacturer's standards using OEM parts or manufacturer certified parts.

The awardee shall conduct Warranty Service for the covered hardware in response to notifications originated by SBBC Help Desk or other designated Help Desks identified in writing by the Contract Administrator during the period Monday through Friday, excluding SBBC holidays, 8 a.m. to 5:30 p.m. ("regular work hours"). All warranty services shall be performed on-site at SBBC 's locations.

For all covered hardware with the sole exception of file servers, SBBC shall notify awardee by telephone during regular work hours. The notice shall be reduced to writing according to awardee's reasonable "trouble report" procedures. Awardee shall contact SBBC and acknowledge notifications reported during regular work hours within one hour after SBBC 's notice. For all file servers, SBBC shall notify awardee by telephone during regular work hours and awardee shall contact SBBC and acknowledge file server notifications reported during regular work hours within 15 minutes after SBBC 's notice.

5.0 SPECIAL CONDITIONS (Continued)

5.17 Warranty (Continued):

If SBBC is not reasonably satisfied after conferring with awardee that a notification made during regular work hours was caused by something other than a malfunction in covered hardware other than file servers, awardee shall within a maximum of three hours after the notification or the next regular workday, if the three-hour maximum would schedule arrival after the end of the regular workday, ensure that a qualified service technician arrives on-site at SBBC 's location. For notifications related to file server malfunctions, awardee shall within one hour after the notification made during a regular workday ensure that a qualified service technician arrives on-site at SBBC 's location. Upon arrival, awardee's technician shall be given access to the premises and the covered hardware and shall promptly commence diagnosis and repair efforts.

Except for malfunctions related to file servers, once awardee's technician arrives on-site and commences diagnosis and error correction efforts, such efforts shall continue during regular work hours until (a) the malfunction is corrected or otherwise "worked around," (b) the technician is relieved by the arrival of a qualified replacement technician, (c) SBBC is reasonably satisfied that the reported problem was not caused by a malfunction in covered hardware or, (d) SBBC reasonably concludes after conferring with the technician that further diagnosis or repair efforts must be postponed until the arrival of replacement parts or the occurrence of some other contingency. For malfunctions related to file servers, correction efforts, such efforts shall be continuous until (a) the malfunction is corrected or otherwise "worked around," (b) the technician is relieved by the arrival of a qualified replacement technician, (c) SBBC is reasonably satisfied that the reported problem was not caused by a malfunction in covered hardware or, (d) SBBC reasonably concludes after conferring with the technician that further diagnosis or repair efforts must be postponed until the arrival of replacement parts or the occurrence of some other contingency.

The awardee's personnel shall report their arrival at and departure from a SBBC site for the performance of warranty services, whether preventive or remedial, to the applicable Help Desk and, with regard to remedial warranty services, keep such Help Desk informed of any delays and completions. Awardee shall provide the Contract Administrator with daily reports on the day following the warranty services activities listing the notifications received from SBBC, the date and time of each notification, time of telephone response to the notification, description of call and date or expected date of problem resolution.

5.17.2 Termination

The performance of proper warranty services by the awardee is deemed by SBBC to be essential to SBBC's data processing operations and governmental functions. SBBC will monitor awardee performance of the warranty services. If awardee breaches any provision hereof and fails within ten days after receipt of notice of default to correct such default or to commence corrective action reasonably acceptable to SBBC and proceed with due diligence to completion or if it fails more than ten times in any 12-month period to comply with any time commitments established warranty service, awardee may be declared in default of this Agreement and the Director of the Purchasing, without giving up any rights SBBC may have for damages for such breach or default, may take such action or actions as may be necessary to terminate the Agreement between SBBC and awardee.

5.0 SPECIAL CONDITIONS (Continued)

5.18 Insurance Requirements:

Proof of the following insurance will be furnished by any awardee to the Board by Certificate of Insurance within 15 days of notification by SBBC. Such certificate must contain a provision for notification to the Board 30 days in advance of any material change in coverage or cancellation. **SBBC shall be named as an additional insured under the General Liability policy.** The insurance information must be submitted on an insurance carrier's Certificate of Insurance.

5.18.1 General Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage.

5.18.2 Professional Liability insurance with limits of not less than \$1,000,000 per occurrence.

5.18.3 Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with this RFP, with bodily injury limits of liability of not less than \$1,000,000 per person; and \$1,000,000 per occurrence and property damage limits of not less than \$1,000,000.

5.18.4 Worker's Compensation in accordance with Florida Statutory limits and Employer's Liability Insurance.

Prior to the commencement of any work the awardee must provide SBBC Purchasing Department with a Certificate of Insurance which is evidence of the above coverage and with SBBC named as an additional insured.

5.19 **Balance-of-Line Option:** Proposers, for each item, are requested to offer a balance-of-line single, fixed percentage discount (list/minus) for any accessories, equipment and services proposer may offer in addition to the items directly offered in this RFP. This is for information purposes only. Price list from which discount is to be taken must be included with proposal, or upon request, in order for the balance of line to be considered for the term of this contract.

5.20 **Dedicated Web Site:** Awardee shall provide an SBBC dedicated web site that includes, but is not limited to, the following features: pricing, order status tracking, etc.

6.0 GENERAL CONDITIONS

- 6.1 **EXTENSION:** In addition to any extension options contained herein, SBBC is granted the right to extend any award resulting from this RFP for the period of time necessary for SBBC to release, award and implement a replacement RFP for the goods, products and/or services provided through this RFP. Such extension shall be upon the same prices, terms and conditions as existing at the time of SBBC's exercise of this extension right. The period of any extension under this provision shall not be for a period in excess of six months from (a) the termination date of a contract entered into as a result of this RFP or (b) the termination date under any applicable period of extension under a contract entered into as a result of this RFP.
- 6.2 **IRREVOCABILITY OF PROPOSAL:** A proposal may not be withdrawn before the expiration of 90 days from the date of proposal opening.
- 6.3 **INFORMATION NOT IN RFP:** No verbal or written information which is obtained other than by information in this document or Addenda to this Request for Proposal shall be binding on SBBC.
- 6.4 **PROPOSAL PUBLIC RECORD:** Proposer acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Sunshine and Public Record Laws.
- 6.5 **NONCONFORMANCE TO CONTRACT CONDITIONS:** Services offered must be in compliance with RFP conditions and specifications and any resulting agreement at all times. Services not conforming to RFP conditions, specifications or time frames may be terminated at proposer(s) expense and acquired on the open market. Any increase in cost may be charged against the proposer. Any violation of these stipulations may also result in:
- 6.5.1 For a period of two years, any RFP submitted by proposer will not be considered and will not be recommended for award.
- 6.5.2 All departments being advised not to do business with vendor.
- 6.6 **APPLICABLE LAW:** This RFP and any agreement resulting from it shall be interpreted and construed according to the laws of the State of Florida.
- 6.7 **GOVERNING LAW:** This RFP, and any award(s) resulting from this RFP, shall be governed by and construed under the laws of the State of Florida and must have venue established in the 17th Circuit Court of Broward County, Florida or the United States Court of the Southern District of Florida.
- 6.8 **LEGAL REQUIREMENTS:** Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the goods or services covered herein apply. Lack of knowledge by the proposer will in no way be a cause for relief from responsibility.
- 6.9 **ADVERTISING:** In submitting an RFP, proposer agrees not to use the results therefrom as a part of any commercial advertising without prior written approval of SBBC.
- 6.10 **PAYMENT:** A purchase order will be released after award by SBBC for any services to be performed as a result of the RFP. Payment will be provided after services are in compliance with all the conditions of this RFP.
- 6.11 **EXPENDITURE:** No guarantee is given or implied as to the total dollar value or work as a result of this RFP. SBBC is not obligated to place any order for services performed with any awardee(s) as a result of this award. Order placement will be based upon the needs and in the best interest of SBBC.
- 6.12 **CONFLICT OF INTEREST:** The award of this RFP is subject to the provisions of Chapter 112, Florida Statutes, as currently enacted or as amended from time to time. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of SBBC.

6.0 GENERAL CONDITIONS (Continued)

- 6.13 **PATENTS AND ROYALTIES:** The proposer, without exception, shall indemnify and save harmless SBBC and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by SBBC. If the proposer uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the RFP prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
- 6.14 **DISPUTES:** In the event of a conflict between the documents, the order of priority of the documents shall be as follows:
- Any agreement resulting from the award of this RFP (if applicable); then
 - Addenda released for this RFP, with the latest Addendum taking precedence; then
 - the RFP; then
 - awardee's proposal.
- In case of any other doubt or difference of opinion, the decision of SBBC shall be final and binding on both parties.
- 6.15 **OSHA:** The proposer warrants that the product supplied to SBBC shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract.
- 6.16 **ANTI-DISCRIMINATION:** The Vendor certifies that he or she is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin. SBBC prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation.
- 6.17 **LIABILITY, INSURANCE, LICENSES AND PERMITS:** Where proposers are required to enter or go onto School Board property to deliver materials or perform work or services as a result of award, the proposer agrees to The Indemnification Provision stated herein and will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The proposer shall be liable for any damages or loss to the Board occasioned by negligence of the proposer (or agent) or any person the proposer has designated in the completion of the contract.
- 6.18 **BILLING INSTRUCTIONS AND PAYMENT:** Invoices, unless otherwise indicated, must show purchase order numbers and shall be submitted in duplicate to the Accounts Payable Department of The School Board of Broward County, Florida, Suite 304, 7720 West Oakland Park Boulevard, Sunrise, Florida 33351-6704. Payment will be made a minimum of 30 days after delivery, authorized inspection and acceptance. When vendors are directed to send invoices to a school, the school will make direct payments to the vendor.
- 6.19 **RFP ABSTRACTS:** Proposers desiring a copy of RFP tabulation may request same by enclosing a self-addressed, stamped envelope with proposal.
- 6.20 **PUBLIC ENTITY CRIMES:** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit a proposal on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for CATEGORY TWO [currently \$25,000] for a period of 36 months from the date of being placed on the convicted vendor list.

6.0 GENERAL CONDITIONS (Continued)

- 6.21 **TERMINATION/CANCELLATION:** Section 237.161, Florida Statutes, prohibits SBBC from creating obligations on anticipation of budgeted revenues for a period in excess of one year. As such, SBBC may, during the contract period, terminate or discontinue the items covered in this RFP. This written notice will release SBBC of all obligations, subsequent to the termination date, in any way related to the items covered in this RFP upon 30 days prior written notice to the awardee. These provisions must be included as part of any lease agreement between the parties. No lease will be considered that does not include these provisions.
- 6.22 **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY OR VOLUNTARY EXCLUSION - Lower Tier Covered Transactions:** Executive Order 12549, as currently enacted or as amended from time to time, provides that, to the extent permitted by law, Executive departments and agencies shall participate in a governmentwide system for nonprocurement debarment and suspension. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Except as provided in § 85.200, Debarment or Suspension, § 85.201, Treatment of Title IV HEA participation, and §85.215, Exception provision, debarment or suspension of a participant in a program by one agency shall have governmentwide effect. A lower tier covered transaction is, in part, any transaction between a participant [SBBC] and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction; and any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$100,000) under a primary covered transaction; or any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. A participant may rely upon the certification of a prospective participant in a lower tier covered transaction that it and its principals are not debarred, suspended, proposed for debarment under 48 CFR part 9, subpart 9.4, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. Each participant shall require participants in lower tier covered transactions to include the certification for it and its principals in any proposal submitted in connection with such lower tier covered transactions.

CERTIFICATION

- 6.22.1 The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 6.22.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 6.23 **MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) PARTICIPATION:** SBBC has a Minority/Women Business Enterprise (M/WBE) program. SBBC's M/WBE program has an overall minority/woman participation goal of 22%. A M/WBE is defined by SBBC as any legal entity, other than a joint venture, which is organized to engage in commercial transactions and which is at least 51% owned and controlled by minority or women. If the proposer is a Certified M/WBE by SBBC or by the State of Florida, Office of Supplier Diversity, Department of Management, **proposer should indicate its certification number in its proposal.**

For information on M/WBE Certification, or to obtain information on location certified M/WBE, contact the School Board's M/WBE Office at (954) 760-7470.

To receive evaluation credit for M/WBE participation, the proposal shall identify the specific certified M/WBE which will be utilized. The specific elements of work each M/WBE will be responsible for performing and the dollar value of the work, as the percentage of the total contract value must be provided.

6.0 GENERAL CONDITIONS (Continued)

- 6.24 **PROTESTING OF RFP CONDITIONS/SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this RFP, or any Addenda subsequently released thereto, shall file a notice of protest, in writing, within 72 consecutive hours after the receipt of the RFP or Addenda and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. The time provided for filing a notice of protest shall be based upon whenever a person receives this RFP, or any Addenda released thereto. Receipt of a copy of this RFP, or any Addenda released thereto, which is received in accordance with Chapter 119, Florida Statutes, or School Board Policy 1343, as currently enacted or as amended from time to time, shall not be used as a basis for filing a notice of protest as described herein. Saturdays, Sundays, legal holidays or days during which the school district administration is closed, shall be excluded in the computation of the 72 consecutive hours. If the tenth calendar day falls on a Saturday, Sunday, legal holiday or days during which the school district administration is closed, the formal written protest must be received on or before 5:00 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday or days during which the school district administration is closed. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based"**.

Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under School Board Policy 3320 and Chapter 120, Florida Statutes. The failure to post the bond required by School Board Policy 3320, Part VI, within the time prescribed by School Board Policy 3320, Part VI, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings under School Board Policy 3320 and Chapter 120, Florida Statutes. Notices of protest, formal written protests, and the bonds required by School Board Policy 3320, Part VI, shall be filed at the office of the Director of Purchasing, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351 (fax 954-712-1774). Fax filing will not be acceptable for the filing of bonds required by School Board Policy 3320, Part VI.

- 6.25 **POSTING OF RFP RECOMMENDATIONS/TABULATIONS:** RFP Recommendations and Tabulations will be posted in the Purchasing Department on _____ at 3:00 p.m., and will remain posted for 72 consecutive hours. Any person desiring to protest the decision or intended decision shall file a notice of protest, in writing, within 72 consecutive hours after the posting of the RFP tabulation (or receipt of written notice of intended decision) and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. A written notice of intended decision shall only apply when the Purchasing Department gives notice of a decision or intended decision about this RFP. A written notice of decision or intended decision received in accordance with Chapter 119, Florida Statutes, or School Board Policy 1343, as currently enacted or as amended from time to time, shall not be used as a basis for filing a notice of protest as described herein. Saturdays, Sundays, legal holidays and days during which the school district administration is closed shall be excluded in the computation of the 72 consecutive hours. If the tenth calendar day falls on a Saturday, Sunday, legal holiday or days during which the school district administration is closed, the formal written protest must be received on or before 5:00 p.m. of the next calendar day that is not a Saturday or Sunday, legal holiday or days during which the school district administration is closed. No submissions made after the proposal opening amending or supplementing the proposal shall be considered. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that **"The formal written protest shall state with particularity the facts and law upon which the protest is based"**.

Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under School Board Policy 3320 and Chapter 120, Florida Statutes. The failure to post the bond required by School Board Policy 3320, Part VI, within the time prescribed by School Board Policy 3320, Part VI, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings under School Board Policy 3320 and Chapter 120, Florida Statutes. Notices of protest, formal written protests, and the bonds required by School Board Policy 3320, Part VI, shall be filed at the office of the Director of Purchasing, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351 (fax 954-712-1774). Fax filing will not be acceptable for the filing of bonds required by School Board Policy 3320, Part VI.

- 6.26 **USE OF OTHER CONTRACTS:** SBBC reserves the right to utilize any other SBBC contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other school board, other community college/state university system cooperative agreements, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012, as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this RFP if it is in its best interest to do so.
- 6.27 **ASSIGNMENT:** Neither any award of this RFP nor any interest in any award of this RFP may be assigned, transferred or encumbered by any party without the prior written consent of the Director, Purchasing Department.

6.0 GENERAL CONDITIONS (Continued)

- 6.28 **CANCELLATION:** In the event any of the provisions of this RFP are violated by the proposer, the Superintendent shall give written notice to the proposer stating the deficiencies and unless deficiencies are corrected within five days, recommendation will be made to SBBC for immediate cancellation. SBBC reserves the right to terminate any contract resulting from this RFP at any time and for no reason, upon giving 30 days prior written notice to the other party.
- 6.29 **REASONABLE ACCOMMODATION:** In accordance with Title II of the Americans with Disabilities Act, any person requiring an accommodation at the RFP opening because of a disability must contact the Equal Educational Opportunities Department at (954) 765-6187 or TDD (954) 765-6188.
- 6.30 **INDEMNIFICATION:**
- 6.30.1 By SBBC: SBBC agrees to be fully responsible for its acts of negligence, or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by SBBC. Nothing herein shall be construed as consent by SBBC to be sued by third parties in any matter arising out of any contract.
- 6.30.2 By VENDOR: VENDOR agrees to indemnify, hold harmless and defend SBBC, its agents, servants and employees from any and all claims, judgments, costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which SBBC, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by the VENDOR, its agents, servants or employees; the equipment of the VENDOR, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of VENDOR or the negligence of VENDOR's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by the VENDOR, SBBC or otherwise.
- 6.31 **SBBC PHOTO IDENTIFICATION BADGE:** An awardee shall be required to have all its employees, sub-contractors or agents who will be entering onto School Board property as a result of this award wear, while on SBBC property, a photo identification badge issued by SBBC. An awardee shall obtain from SBBC Purchasing Department a Photo Identification Badge request form. An individual form shall be completed for each employee, sub-contractor or agent who will be entering onto School Board property as a result of this award. Each completed form shall be submitted to the **Purchasing Department Vendor Information Desk** for authorization. The authorized form shall then be delivered by the proposer to the Personnel Office, Kathleen C. Wright Administration Center, 600 S.E. Third Avenue, Fort Lauderdale, Florida. At this location, **each individual for whom a SBBC photo identification badge is requested will be asked to fill out forms, show his/her driver's license and social security card, and be fingerprinted.** A background check will then be conducted on each badge applicant. SBBC reserves the right to require additional information from any applicant and to deny a badge to any applicant. Any applicant denied a badge is prohibited from entering onto School Board property as an employee, sub-contractor or agent of an awardee. **The current total fee for a SBBC security background check is \$55.00. \$50 must be in the form of a money order made payable to The School Board of Broward County for the fingerprinting, and \$5 must be in cash for the photo identification badge. These fees are not refundable.**

6.0 GENERAL CONDITIONS (Continued)

- 6.32 **LOBBYIST ACTIVITIES:** Persons acting as lobbyists must state, at the beginning of their presentation, letter, telephone call, e-mail or facsimile transmission to School Board Members, Superintendent or Members of Senior Management, the group, association, organization or business interest she/he is representing.
- 6.32.1 For purposes of School Board Policy 1100B, as currently enacted or as amended from time to time, a lobbyist is defined as a person who for immediate or subsequent compensation, (e.g., monetary profit/personal gain) represents a public or private group, association, organization or business interest and engages in efforts to influence School Board Members on matters within their official jurisdiction.
- 6.32.2 For purposes of this Policy, a lobbyist is not considered to be a person representing school allied groups (e.g., PTA, DAC, Band Booster Associations, etc.) nor a public official acting in her/his official capacity.
- 6.32.3 Lobbyists shall annually (July 1) disclose in each instance and for each client prior to any lobbying activities, their identity and activities by completing the lobbyist statement form which can be obtained from official School Board Records, School Board Member's Offices or the Superintendent's Office.
- 6.32.4 The lobbyist must disclose any direct business association with any current elected or appointed official or employee or any immediate family member of SBBC.
- 6.32.5 Senior-level employees (Pay Grade 30 and above) and School Board members are prohibited from lobbying activities for one year after resignation or retirement or expiration of the term of office.
- 6.32.6 The Deputy to the Superintendent shall keep a current list of persons who have submitted the lobbyist statement form.
- 6.33 **CONTACT AFTER PROPOSER'S SUBMITTAL:** Any proposer or a lobbyist for a proposer is prohibited from having any communication concerning this RFP or any response with any School Board Member, the Superintendent of Schools, or any Evaluation Committee Member after the submittal of their proposal and prior to the contract being awarded with the exception of communications with the office of the Director of Purchasing, unless so notified by the Purchasing Department. A proposal from any firm will be disqualified when the proposer or a lobbyist for the proposer violates this condition of the RFP.
- 6.34 **GRATUITIES:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of SBBC; including any School Board Member, Superintendent of Schools and any Evaluation Committee Members, for the purpose of influencing consideration of this proposal.
- 6.35 **PREPARATION COST OF PROPOSAL:** Proposer is solely responsible for any and all costs associated with responding to this RFP. SBBC will not reimburse any proposer for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any proposer.

6.0 GENERAL CONDITIONS (Continued)

6.36 ACCEPTANCE AND REJECTION OF PROPOSALS:

- 6.36.1 **Acceptance:** All proposals properly completed and submitted will be considered by SBBC. However, SBBC reserves the right to request additional information, reject any or all proposals that do not meet all mandatory requirements, or any or all proposals may be rejected when there are sound, documented business reasons that serve the best interest of SBBC.
- 6.36.2 SBBC also reserves the right to waive irregularities in any proposal received if such action is in the best interest of SBBC. However, such a waiver shall in no way modify the RFP requirements or excuse the proposer from full compliance with the RFP specifications and other contract requirements if the proposer is awarded the contract.
- 6.36.3 **Rejection:** A proposal may be rejected if it does not conform to the rules or the requirements contained in this RFP. Examples for rejection include, but are not limited to, the following:
- 6.36.3.1 The proposal is time-stamped at the Purchasing Department after the deadline specified in the RFP.
 - 6.36.3.2 Failure to execute and return the enclosed original **REQUIRED RESPONSE FORM** as defined in Subsection 3.1.1.4 (see Section 1.0).
 - 6.36.3.3 Failure to respond to all subsections within the RFP.
 - 6.36.3.4 Proof of collusion among proposers, in which case all suspected proposals involved in the alleged collusive action shall be rejected, and any participants to such collusion shall be barred from future procurement opportunities until reinstated.
 - 6.36.3.5 The proposal shows non-compliance with applicable laws or contains any unauthorized additions or deletions, is a conditional proposal, is an incomplete proposal, or contains irregularities of any kind which make the proposal incomplete, indefinite, or ambiguous as to its meaning.
 - 6.36.3.6 The proposer adds provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award or adds provisions contrary to those in the RFP.

6.37 **WITHDRAWAL OF RFP:** In the best interest of SBBC, SBBC reserves the right to withdraw this RFP at any time prior to the time and date specified for the proposal opening.

6.38 **DEFAULT AND VENUE:** In the event of a default on this contract, the defaulting party shall pay all attorney's fees and court costs incurred by the non-defaulting party, at both the trial and appellate levels, in any action brought to enforce and collect damages arising from the default. Any action by the non-defaulting party to enforce this contract shall be instituted and prosecuted in the court having jurisdiction in Broward County, Florida, and the defaulting party waives venue in any other jurisdiction.

6.39 It is the sole responsibility of the **PROPOSER** to assure it has received the entire proposal and any and all Addendum.

6.40 It is the sole responsibility of the **PROPOSER** to assure that its proposal is time stamped in the **PURCHASING DEPARTMENT** **on or before 2:00 p.m.** on the date due.

6.41 No verbal or written information which is obtained other than by information in this document or by Addenda to this RFP shall be binding on SBBC.

6.42 No submissions made after the proposal opening, amending or supplementing the proposal shall be considered.

6.43 The Committee and/or SBBC reserves the right to waive irregularities or technicalities in proposals received.

6.44 **JOINT VENTURES:** In the event multiple proposers submit a joint proposal in response to the RFP, a single proposer shall be identified as the Prime Proposer. If offering a joint proposal, Prime Proposer must include the name and address of all parties of the joint proposal. Prime Proposer shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one proposer shall be acceptable. Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other proposers participating or present at SBBC meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Proposer shall also prepare and present a consolidated invoice(s) for services performed. SBBC shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. Prime Proposer shall remain responsible for performing services associated with response to this RFP.

ATTACHMENT A

System Specifications

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

System Specifications
GROUP 1, ITEMS 1A AND 1B
WINDOWS LAPTOP/NOTEBOOK SYSTEMS

The following list of Support requirements for Group 1, Items 1A and 1B must be adhered to for all of the Windows notebook/laptop computer configurations detailed on the following two pages and all future configurations.

Awardee will provide additional warranty coverage to cover the repair or replacement of broken notebooks due to accidental damage.

Awardee will provide consistent power adapters, docking devices, and media drives across notebook configurations or replace them at no cost to SBBC when notebooks are upgraded.

Awardee will provide hardware configurations for one year beyond initial date of availability for the same price or less to reduce obsolescence and maintain consistency and compatibility across models in the same product line.

Awardee will provide image design, development, install and maintenance services for all provided desktop configurations.

Awardee will maintain a library of all SBBC desktop images developed by the awardee during the life of the contract.

Awardee will, at the direction of SBBC, install an SBBC-approved image on desktop configurations at no additional cost to SBBC.

Awardee will update images with new or upgraded hardware drivers throughout the life of the contract with no additional cost to SBBC.

Awardee will supply devices that are certified by Microsoft and be a member of the Microsoft Windows 2000 Hardware Compatibility List (HCL). If the product is not a member of the Windows 2000 HCL, the awardee may produce a certification letter from Microsoft stating the product has been tested and is approved for use with Microsoft Windows 2000.

The Maximum RAM specification on the following two pages applies to logic board (motherboard) expansion only and must not include PCMCIA (PC Card) expansion solutions.

The Secondary Cache described on the following two pages must be in the form of industry standard Level 2 cache as opposed to caching techniques based on using a portion of standard system RAM.

Equipment provided shall be: new O.E.M., including parts (used or refurbished will not be allowed); ISO 9002 certified; corporate-level for use in managed network environment; and desktop and notebooks shall be DMI compliant.

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COMPUTERS, SERVERS AND PRINTERS

ITEM 1A SYSTEM SPECIFICATIONS
WINDOWS BASIC – Laptop/Notebook

<u>Item</u>	<u>Minimum Specifications</u>
Processor	Pentium 3 - 900 MHz
Form Factor	Laptop/Notebook
Operating System	Windows 2000 (SP 2)
RAM / Expandable	256MB / 512MB
Open DIMM Slots	1
Secondary Cache	256KB
Hard Drive	20.0 GB EIDE
Monitor	Active Matrix
Screen Resolution / Diagonal Size	800x600dpi / 14.1"
Graphics	16MB RAM
Compact Disk Format	CD-ROM Integrated or hot swappable 16X
Floppy Drive	Integrated or hot swappable 3.5"/1.44MB
Networking	10/100 baseT Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem	56Kps Built-in
Pointing Device	Track ball, pointer, or touch pad and External PS2 Optical Mouse and mouse pad
Total Slots Available / Open	2 Type 2 PCMCIA (PC Card) / 2
Open Drive Bays	N/A
Open Ports	1 Serial/1 bi-directional ECP Parallel/1 Video Out minimum, 1024X768 resolution to projection device/1USB
Sound / Jacks / Speakers	16 bit / Microphone and Speaker Jacks / Internal
Carrying Case	Included
Power	Lithium Ion/AC
Projection Capabilities	Video Out Port
Client Access License	Windows 2000
Installation	As required in Special Condition 5.10

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ITEM 1B SYSTEM SPECIFICATIONS
WINDOWS INTERMEDIATE – Laptop/Notebook

<u>Item</u>	<u>Minimum Specifications</u>
Processor	Pentium 3 – 1.2 GHz
Form Factor	Laptop/Notebook
Operating System	Windows 2000 (SP 2)
RAM / Expandable	256MB / 512MB
Open DIMM Slots	1
Secondary Cache	256KB
Hard Drive	40.0 GB EIDE
Monitor	Active Matrix
Screen Resolution / Diagonal Size	800x600dpi / 14.1"
Graphics	16MB RAM
Compact Disk Format	CD-RW Integrated or hot swappable 32X
Floppy Drive	Integrated or hot swappable 3.5"/1.44MB
Networking	10/100 base T Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem / FAX	56Kps Built-in (Non-x-jack) Must include: (Included in Windows 2000)
Pointing Device	Track ball, pointer, or touch pad and External PS2 Optical Mouse and mouse pad
Total Slots Available / Open	2 Type 2 PCMCIA (PC Card) / 2
Open Drive Bays	N/A
Open Ports	1 Serial/1 bi-directional ECP Parallel/1 Video Out minimum, 1024X768 resolution to projection device/1USB
Sound / Jacks / Speakers	16 bit / Microphone and Speaker Jacks / Internal
Carrying Case	Included
Power	Lithium Ion/AC
Projection Capabilities	Video Out Port composite-s video capability
Client Access License	Windows 2000
Installation	As required in Special Condition 5.10

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COMPUTERS, SERVERS AND PRINTERS**

**System Specifications
GROUP 2, ITEMS 2A, 2B AND 2C
WINDOWS DESKTOP SYSTEMS**

The following list of Support requirements for Group 2, Items 2A, 2B and 2C must be adhered to for Desktop Computer configurations detailed on the following three pages and all future configurations..

Awardee will provide desktop and mini-tower configurations for all three (2A – 2C) system configurations.

Awardee will maintain a standard hardware platform (motherboard and base components) to ensure that a single standard image file and driver set can be maintained for all three (2A – 2C) system configurations.

Awardee will provide hardware configurations for one year beyond initial date of availability for the same price or less to reduce obsolescence and maintain consistency and compatibility across models in the same product line.

Awardee will provide an easily accessible chassis design for ease of upgrade and maintenance. Chassis should require no tools to access, remove, and/or replace main components.

Awardee will provide a design to secure internal components.

Awardee will provide a chassis with easy setup instructions with color-coded external connections for included devices.

Awardee will provide image design, development; install and maintenance services for all provided desktop configurations.

Awardee will maintain a library of all SBBC desktop images developed by the awardee or provided by SBBC during the life of the proposal.

Awardee will, at the direction of SBBC, install an SBBC-approved image on Desktop configurations at no additional cost to SBBC.

Awardee will update images with new or upgraded hardware drivers throughout the life of the contract with no additional cost to SBBC.

The Maximum RAM specification on the following two pages applies to logic board (motherboard) expansion only and must not include PCMCIA (PC Card) expansion solutions.

The Secondary Cache described on the following three pages must be in the form of industry standard Level 2 cache as opposed to caching techniques based on using a portion of standard system RAM.

Equipment provided shall be: new O.E.M., including parts (used or refurbished will not be allowed); ISO 9002 certified; corporate-level for use in managed network environment; and desktop and notebooks shall be DMI compliant.

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ITEM 2A SYSTEM SPECIFICATIONS
WINDOWS BASIC – Desktop

<u>Item</u>	<u>Minimum Specifications</u>
Processor	Pentium 4 – 1 GHz
Form Factor	Small Desktop, Desktop, and Mini-Tower
Operating System	Windows 2000 (SP 2)
RAM / Expandable	256MB / 512MB
Open DIMM Slots	1
Secondary Cache	256KB
Hard Drive	20.0 GB EIDE
Monitor – CRT	(CRT) 17" SVGA
Screen Resolution	800x600dpi
Graphics	16MB RAM
Compact Disk Format	CD-ROM 32X
Floppy Drive	3.5"/1.44MB
Networking	10/100 base T Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem	N/A
Pointing Device	External PS2 Optical Mouse and mouse pad
Total Slots Available / Open	3 / 3 PCI
Open Drive Bays	1
Open Ports	2 Serial/1 bi-directional ECP Parallel, 1024X768 resolution to projection device/4 USB
Sound / Jacks / Speakers	16 bit / Headphone and Speaker Jacks / Internal
Carrying Case	N/A
Power	AC
Projection Capabilities	Video Out Port
Client Access License	Windows 2000
Installation	As required in Special Condition 5.10

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ITEM 2B SYSTEM SPECIFICATIONS
WINDOWS INTERMEDIATE - Desktop

<u>Item</u>	<u>Minimum Specifications</u>
Processor	Pentium 4 – 1.5 GHz
Form Factor	Small Desktop, Desktop, and Mini-Tower
Operating System	Windows 2000 (SP 2)
RAM / Expandable	256MB / 512MB
Open DIMM Slots	1
Secondary Cache	256KB
Hard Drive	40.0 GB EIDE
Monitor – CRT	(CRT) 17" SVGA
Screen Resolution	800x600dpi
Graphics	16MB RAM
Compact Disk Format	CD-RW
Floppy Drive	3.5"/1.44MB
Networking	10/100 baseT Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem	N/A
Pointing Device	External PS2 Optical Mouse and mouse pad
Total Slots Available / Open	3 / 3 PCI
Open Drive Bays	1
Open Ports	2 Serial/1 bi-directional ECP Parallel, 1024X768 resolution to projection device/4 USB
Sound / Jacks / Speakers	16 bit / Headphone and Speaker Jacks / Internal
Carrying Case	N/A
Power	AC
Projection Capabilities	Video Out Port
Client Access License	Windows 2000
Installation	As required in Special Condition 5.10

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ITEM 2C SYSTEM SPECIFICATIONS
WINDOWS SPECIAL PURPOSE - Workstation

<u>Item</u>	<u>Minimum Specifications</u>
Processor	Pentium 4 – 1.5 GHz
Form Factor	Small Desktop, Desktop, and Mini-Tower
Operating System	Windows 2000 (SP 2)
RAM / Expandable	512MB / 1024MB
Open DIMM Slots	1
Secondary Cache	512KB
Hard Drive	60.0 GB EIDE
Monitor – CRT	(CRT) 19" SVGA .26mm
Screen Resolution	10242 x 768dpi
Graphics	32MB RAM
Compact Disk Format	CD-RW and DVD-ROM with MPEG decoder card
Floppy Drive	3.5"/1.44MB
Networking	10/100 base T Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem	N/A
Pointing Device	External PS2 Optical Mouse and mouse pad
Total Slots Available / Open	3 / 3 PCI
Open Drive Bays	1
Open Ports	2 Serial/1 bi-directional ECP Parallel, 1024X768 resolution to projection device/4 USB/Joystick Port
Sound / Jacks / Speakers	32 bit / Headphone and Speaker Jacks / External Speakers
Carrying Case	N/A
Power	AC
Projection Capabilities	Video Out Port
Client Access License	Windows 2000
Installation	As required in Special Condition 5.10

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**System Specifications
GROUP 3, ITEMS 3A AND 3B
APPLE LAPTOP/NOTEBOOK SYSTEMS**

The following list of Support requirements for Group 3, Items 3A and 3B must be adhered to for all of the Apple notebook/laptop computer configurations detailed on the following two pages and all future configurations.

Awardee will provide additional warranty coverage to cover the repair or replacement of broken notebooks due to accidental damage

Awardee will provide consistent power adapters, docking devices, and media drives across notebook configurations or replace them at no cost to SBBC when notebooks are upgraded.

Awardee will provide hardware configurations for one year beyond initial date of availability for the same price or less to reduce obsolescence and maintain consistency and compatibility across models in the same product line.

Awardee will provide image design, development, install and maintenance services for all provided desktop configurations.

Awardee will maintain a library of all SBBC desktop images developed by the awardee or provided during the life of the contract.

Awardee will, at the direction of SBBC, install an SBBC approved image on desktop configurations at no additional cost to SBBC.

Awardee will update images with new or upgraded hardware drivers throughout the life of the contract with no additional cost to SBBC.

The Maximum RAM specification on the following two pages applies to logic board (motherboard) expansion only and must not include PCMCIA (PC Card) expansion solutions.

The Secondary Cache described on the following three pages must be in the form of industry standard Level 2 cache as opposed to caching techniques based on using a portion of standard system RAM.

Equipment provided shall be: new O.E.M., including parts (used or refurbished will not be allowed); ISO 9002 certified; corporate-level for use in managed network environment; and desktop and notebooks shall be DMI compliant.

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ITEM 3A SYSTEM SPECIFICATIONS
APPLE BASIC – iBook G3 - Laptop/Notebook

<u>Item</u>	<u>Minimum Specifications</u>
Processor	G3 - 500 MHz
Form Factor	Laptop/Notebook
Operating System	OS 10 with OS 9.2
RAM / Expandable	256MB / 640MB
Open DIMM Slots	1
Secondary Cache	256MB L2
Hard Drive	20.0 GB Ultra ATA
Monitor	TFT XGA
Screen Resolution / Diagonal Size	800x600dpi / 12.1"
Graphics	8MB RAM
Optical Drive	CD-ROM Integrated or hot swappable 24X
Floppy Drive	N/A
Networking	10/100 baseT Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem	56Kps Built-in
Pointing Device	Track ball, pointer, or touch pad and External Optical Mouse
Total Slots Available / Open	N/A
Open Drive Bays	N/A
Open Ports	1 VGA/Video Out minimum, / 2 USB / Firewire
Sound / Jacks / Speakers	16 bit / Microphone and Speaker Jacks / Internal
Carrying Case	Included
Power	Lithium Ion/AC
Projection Capabilities	Video Out Port
Client Access License	Included
Installation	As required in Special Condition 5.10

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ITEM 3B SYSTEM SPECIFICATIONS
APPLE INTERMEDIATE – iBook G3 - Notebook

<u>Item</u>	<u>Minimum Specifications</u>
Processor	G3 - 600 MHz
Form Factor	Laptop/Notebook
Operating System	OS 10 with OS 9.2
RAM / Expandable	256MB / 640MB
Open DIMM Slots	1
Secondary Cache	256MB L2
Hard Drive	40.0 GB Ultra ATA
Monitor	TFT XGA
Screen Resolution / Diagonal Size	800x600dpi / 14.1"
Graphics	8MB RAM
Optical Drive	CD-RW / DVD-ROM Integrated or hot swappable 24X
Floppy Drive	N/A
Networking	10/100 baseT Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem	56Kps Built-in
Pointing Device	Track ball, pointer, or touch pad and External Optical Mouse
Total Slots Available / Open	N/A
Open Drive Bays	N/A
Open Ports	1 SCGAVideo Out minimum, 1024X768 resolution to projection device / 2 USB / Firewire
Sound / Jacks / Speakers	16 bit / Microphone and Speaker Jacks / Internal
Carrying Case	Included
Power	Lithium Ion / AC
Projection Capabilities	Video Out Port
Client Access License	Included
Installation	As required in Special Condition 5.10

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System Specifications
GROUP 4, ITEMS 4A, 4B, 4C AND 4D
APPLE DESKTOP SYSTEMS

The following list of Support requirements for Group 4, Items 4A, 4B, 4C and 4D must be adhered to for Apple desktop computer configurations detailed on the following 4 Pages and all future configurations.

Awardee will provide desktop and mini-tower configurations for all four (4A – 4D) system configurations.

Awardee will maintain a standard hardware platform (motherboard and base components) to ensure that a single standard image file and driver set can be maintained for all four (4A – 4D) system configurations.

Awardee will provide hardware configurations for one year beyond initial date of availability for the same price or less to reduce obsolescence and maintain consistency and compatibility across models in the same product line

Awardee will provide an easily accessible chassis design for ease of upgrade and maintenance. Chassis should require no tools to access, remove, and/or replace main components

Awardee will provide a design to secure internal components

Awardee will provide a chassis with easy setup instructions with color-coded external connections for included devices.

Awardee will provide image design, development; install and maintenance services for all provided desktop configurations.

Awardee will maintain a library of all SBBC desktop images developed by the awardee or provided by SBBC during the life of the proposal.

Awardee will, at the direction of SBBC, install an SBBC-approved image on desktop configurations at no additional cost to SBBC.

Awardee will update images with new or upgraded hardware drivers throughout the life of the contract with no additional cost to SBBC.

The Maximum RAM specification on the following two pages applies to logic board (motherboard) expansion only and must not include PCMCIA (PC Card) expansion solutions.

The Secondary Cache described on the following three pages must be in the form of industry standard Level 2 cache as opposed to caching techniques based on using a portion of standard system RAM.

Equipment provided shall be: new O.E.M., including parts (used or refurbished will not be allowed); ISO 9002 certified; corporate-level for use in managed network environment; and desktop and notebooks shall be DMI compliant.

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ITEM 4A SYSTEM SPECIFICATIONS
APPLE BASIC - iMac G3 - Desktop

<u>Item</u>	<u>Minimum Specifications</u>
Processor	G3 - 500 MHz
Form Factor	All-in-One
Operating System	OS 10 with OS 9.2
RAM / Expandable	256MB / 512MB
Open DIMM Slots	1
Secondary Cache	256MB L2
Hard Drive	20.0 GB EIDE
Monitor	15" (13.8 Viewable)
Screen Resolution / Diagonal Size	800x600dpi / 12.1"
Graphics	16MB RAM
Compact Disk Format	CD-ROM
Floppy Drive	N/A
Networking	10/100 baseT Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem	N/A
Pointing Device	Optical Mouse
Total Slots Available / Open	N/A
Open Drive Bays	N/A
Open Ports	1 Video Out minimum, 1024X768 resolution to projection device/2 USB on computer, 2 USB, 2 Firewire
Sound / Jacks / Speakers	16 bit / Microphone and Speaker Jacks / Internal (Built-in)
Carrying Case	N/A
Power	AC
Projection Capabilities	Video Out Port
Client Access License	Included
Installation	As required in Special Condition 5.10

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ITEM 4B SYSTEM SPECIFICATIONS
APPLE INTERMEDIATE - iMac G4 - Desktop

<u>Item</u>	<u>Minimum Specifications</u>
Processor	G4 - 700 MHz
Form Factor	All-in-One
Operating System	OS 10 with OS 9.2
RAM / Expandable	256MB / 1GB
Open DIMM Slots	1
Secondary Cache	256MB L2
Hard Drive	40.0 GB EIDE
Monitor	15" LCD
Screen Resolution / Diagonal Size	800x600dpi / 15"
Graphics	32MB RAM
Compact Disk Format	CD-RW 24X
Floppy Drive	N/A
Networking	10/100 baseT Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem	N/A
Pointing Device	Optical Mouse
Total Slots Available / Open	N/A
Open Drive Bays	N/A
Open Ports	1 Video Out minimum, 1024X768 resolution to projection device/2 USB on computer, 2 USB, 2 Firewire
Sound / Jacks / Speakers	16 bit / Microphone and Speaker Jacks / Internal (Built-in)
Carrying Case	N/A
Power	AC
Projection Capabilities	Video Out Port
Client Access License	Included
Installation	As required in Special Condition 5.10

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ITEM 4C SYSTEM SPECIFICATIONS
APPLE SPECIAL PURPOSE - iMac G4 - Desktop

<u>Item</u>	<u>Minimum Specifications</u>
Processor	G4 - 800 MHz
Form Factor	All-in-One
Operating System	OS 10 with OS 9.2
RAM / Expandable	256MB / 1GB
Open DIMM Slots	1
Secondary Cache	256MB L2
Hard Drive	60.0 GB Ultra ATA
Monitor	15" LCD
Screen Resolution / Diagonal Size	800x600dpi / 12.1"
Graphics	32MB RAM
Compact Disk Format	CD-RW and DVD-RW
Floppy Drive	N/A
Networking	10/100 baseT Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem	N/A
Pointing Device	Optical Mouse
Total Slots Available / Open	N/A
Open Drive Bays	N/A
Open Ports	1 Video Out minimum, 1024X768 resolution to projection device/2 USB on computer, 2 USB, 2 Firewire
Sound / Jacks / Speakers	16 bit / Microphone and Speaker Jacks / External
Carrying Case	N/A
Power	AC
Projection Capabilities	Video Out Port
Client Access License	Included
Installation	As required in Special Condition 5.10

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ITEM 4D SYSTEM SPECIFICATIONS
APPLE GRAPHIC DESIGN - Quick Silver G4 Desktop

<u>Item</u>	<u>Minimum Specifications</u>
Processor	933 MHz Quick Silver G4 Tower
Form Factor	Tower
Operating System	OS 10 with OS 9.2
RAM / Expandable	256MB / 1.5GB
Open DIMM Slots	2
Secondary Cache	256MB L2
Hard Drive	60.0 GB Ultra ATA
Monitor	17" LCD
Screen Resolution	1024 x 768 dpi
Graphics	64MB RAM
Compact Disk Format	CD-RW and DVD-R
Floppy Drive	N/A
Networking	10/100 baseT Autosensing Ethernet built in (with SNMP) and six foot Cat 5 RJ-45 cable
Modem	N/A
Pointing Device	Optical Mouse
Total Slots Available / Open	4 PCI / 4 PCI
Open Drive Bays	2
Open Ports	1 Video Out minimum, 1024X768 resolution to projection device/2 USB on computer, 2 USB, 2 Firewire
Sound / Jacks / Speakers	32 bit / Microphone and Speaker Jacks / External Speakers
Carrying Case	N/A
Power	AC
Projection Capabilities	Video Out Port
Client Access License	Included
Installation	As required in Special Condition 5.10

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System Specifications
GROUP 5, ITEMS 5A, 5B AND 5C WINDOWS SERVERS
WINDOWS SERVERS

The following list of support requirements must be adhered to for Group 5, Items 5A, 5B and 5C server configurations detailed on the following three pages and all future configurations.

Equipment provided shall be: new O.E.M., including parts (used or refurbished will not be allowed); ISO 9002 certified; corporate-level for use in managed network environment; and desktop and notebooks shall be DMI compliant.

All server configurations will support spare memory bank capability for Items 5B and 5C only.

This server must be certified and be a member of the Microsoft Windows NT Server/Windows 2000 Hardware Compatibility List (HCL) and must be able to support server clustering.

The installation of this system must include all hardware and software patches as well as service packs.

Memory modules must be supplied using the highest density configuration offered by industry.

This hard drive controller must include an external SCSI connector for use with external SCSI devices and must permit virtual RAID packs larger than the originally installed hard drive space.

The server must be configured such that 1) an external SCSI storage system may be added later and 2) the RAID system will accept and utilize the additional devices in the external storage system.

The Vendor Information Packet, including exact specifications for SBBC server installation standard, will be provided prior to installation.

Awardee must have capability to provide rack server for items 5B and 5C

Rack Mounted Servers:

The standard rack mount hardware shall accommodate both enterprise and departmental file servers. All rack equipment shall be user configurable, capable of housing multiple file servers of various combinations, and capable of being interconnected/connected to additional racks, Energy Star compliant, include all hardware and software documentation, and media with the following minimum configuration:

- Rack, server hardware, side panels, and stabilizing braces – factory installed
- Front and rear access doors with lock
- Power distribution Unity 120V with locking electrical plug – factory installed
- Hot swap power supplies and fans
- Electrical cable (rack to wall) must be at least 10' in length
- Switch box for keyboard, monitor (flat panel) and mouse or trackball
- All firmware must be Flash upgradeable
- Racks rail, in/out with cable management arm, to provide ease of installation/removal without tools
- Mounting holes must be designed to allow ease of installation without additional hardware for specific servers
- Built-in surge/circuit breaker and grounding strap
- APC Smart UPS(s) 1500VA minimum, with bundle, must support all file servers installed

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ITEM 5A SYSTEM SPECIFICATIONS
LOW DEMAND - Server

<u>Item</u>	<u>Minimum Specifications</u>
Processor	Intel Pentium III XEON or higher
Processor Speed	1Ghz or higher
# Processors/Capable	1/2
Cache	512 MB on board L2 per processor
Operating System	Windows 2000 Advanced Server with all service packs
RAM / Expandable	512MB / 4GB
Hard Drive Equipped #/Size Capable #/Size	4/18GB SCSI Ultra 3 Hot Swap 7/73GB SCSI Ultra 3 Hot Swap (All 10,000 RPM)
Hard Drive Controller	Hardware 128 MB RAM – RAID 5 – Ultra Wide – Hot Swap
External Storage Option	5 Bays – Hot Swap Support (External Storage Option)
Bays	7
BUS Slots	4 PCI
Networking	(2) 10/100/1000 PCI Ethernet with IP Security, Hot Plug PCI, SNMP compliant, Monitoring/management features, load balance capable, auto-negotiate, full duplex, (2) 12 foot RJ-45 Cables, Category 5
Server Management	Remote Server Management Flash BIOS, Plug and Play
Monitor	17" SVGA Color
Screen Resolution	800 X 600
Graphics	16MB RAM
Compact Disk Format	Internal SCSI ATAP Compatible 20X
Floppy Drive	3.5"/1.44MB
Pointing Device	External PS2 Optical Mouse and mouse pad
Keyboard	Enhanced 101 key
Installation	As required in Special Condition 5.10

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ITEM 5B SYSTEM SPECIFICATIONS
MEDIUM DEMAND - Server

<u>Item</u>	<u>Minimum Specifications</u>
Processor	Intel Pentium III XEON or higher
Processor Speed	1Ghz or higher
# Processors/Capable	2/4
Cache	512 MB on board L2 per processor
Operating System	Windows 2000 Advanced Server with all service packs
RAM / Expandable	1GB / 8GB
Hard Drive Equipped #/Size Capable #/Size	5/36GB SCSI Ultra 3 Hot Swap 8/73GB SCSI Ultra 3 Hot Swap (All 10,000 RPM)
Hard Drive Controller	Hardware 128 MB RAM – RAID 5 – Ultra Wide – Hot Swap
External Storage Option	5 Bays – Hot Swap Support (External Storage Option)
Bays	8
BUS Slots	4 PCI
Networking	(2) 10/100/1000 PCI Ethernet with IP Security, Hot Plug PCI, SNMP compliant, Monitoring/management features, load balance capable, auto-negotiate, full duplex, (2) 12 foot RJ-45 Cables, Category 5
Server Management	Remote Server Management Flash BIOS, Plug and Play
Monitor	17" SVGA Color
Screen Resolution	800 X 600
Graphics	16MB RAM
Compact Disk Format	Internal SCSI ATAP Compatible 20X
Floppy Drive	3.5"/1.44MB
Pointing Device	External PS2 Optical Mouse and mouse pad
Keyboard	Enhanced 101 key
Installation	As required in Special Condition 5.10

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ITEM 5C SYSTEM SPECIFICATIONS
HIGH DEMAND - Server

<u>Item</u>	<u>Minimum Specifications</u>
Processor	Intel Pentium III XEON or higher
Processor Speed	1Ghz or higher
# Processors/Capable	4/8
Cache	2MB on board L2 per processor
Operating System	Windows 2000 Advanced Server with all service packs
RAM / Expandable	8GB / 16GB
Hard Drive Equipped #/Size Capable #/Size	8/73GB SCSI Ultra 3 Hot Swap 8/73GB SCSI Ultra 3 Hot Swap (All 10,000 RPM)
Hard Drive Controller	Hardware 128 MB RAM – RAID 5 – Ultra Wide – Hot Swap
External Storage Option	5 Bays – Hot Swap Support (External Storage Option)
Bays	8
BUS Slots	4 PCI
Networking	(2) 10/100/1000 PCI Ethernet with IP Security, Hot Plug PCI, SNMP compliant, Monitoring/management features, load balance capable, auto-negotiate, full duplex, (2) 12 foot RJ-45 Cables, Category 5
Server Management	Remote Server Management Flash BIOS, Plug and Play
Monitor	17" SVGA Color
Screen Resolution	800 X 600
Graphics	16MB RAM
Compact Disk Format	Internal SCSI ATAP Compatible 20X
Floppy Drive	3.5"/1.44MB
Pointing Device	External PS2 or USB Optical Mouse and mouse pad
Keyboard	Enhanced 101 key
Installation	As required in Special Condition 5.10

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System Specifications

GROUP 6, ITEM A

APPLE SERVER

The following list of support requirements must be adhered to for Group 6, Item 6A server configurations detailed on the following page.

Equipment provided shall be: new O.E.M., including parts (used or refurbished will not be allowed); ISO 9002 certified; corporate-level for use in managed network environment; and desktop and notebooks shall be DMI compliant.

All server configurations will support spare memory bank capability.

This server must be certified and be a member of the Microsoft Windows NT Server/Windows 2000 Hardware Compatibility List (HCL) and must be able to support server clustering.

The installation of this system must include all hardware and software patches as well as service packs.

Memory modules must be supplied using the highest density configuration offered by industry.

This hard drive controller must include an external SCSI connector for use with external SCSI devices and must permit virtual RAID packs larger than the originally installed hard drive space.

The server must be configured such that 1) an external SCSI storage system may be added later and 2) the RAID system will accept and utilize the additional devices in the external storage system.

The Vendor Information Packet, including exact specifications for SBBC server installation standard, will be provided prior to installation.

Awardee must have capability to provide rack server for item 6A

Rack Mounted Servers:

The standard rack mount hardware shall accommodate both enterprise and departmental file servers. All rack equipment shall be user configurable, capable of housing multiple file servers of various combinations, and capable of being interconnected/connected to additional racks, Energy Star compliant, include all hardware and software documentation, and media with the following minimum configuration:

- Rack, server hardware, side panels, and stabilizing braces – factory installed
- Front and rear access doors with lock
- Power distribution Unity 120V with locking electrical plug – factory installed
- Hot swap power supplies and fans
- Electrical cable (rack to wall) must be at least 10' in length
- Switch box for keyboard, monitor (flat panel) and mouse or trackball
- All firmware must be Flash upgradeable
- Racks rail, in/out with cable management arm, to provide ease of installation/removal without tools
- Mounting holes must be designed to allow ease of installation without additional hardware for specific servers
- Built-in surge/circuit breaker and grounding strap
- APC Smart UPS(s) 1500VA minimum, with bundle, must support all file servers installed

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

ITEM 6A SYSTEM SPECIFICATIONS**APPLE - Server**

<u>Item</u>	<u>Minimum Specifications</u>
Processor	Single - Power PC – G4
Processor Speed	1 GHz
# Processors/Capable	1 / 2
Cache	256 on-board L3 per processor
Operating System	MAC OS X Server
RAM / Expandable	512MB / 2 GB
Hard Drive Equipped #/Size Capable #/Size	One Bay filled with 60 GB 7200-rpm Apple Drive Module / Capable: 4 Bays
Hard Drive Controller	Standard config.
External Storage Option	Optional Ultra 160 SCSI PCI card connectivity option
Bays	Four
BUS Slots	2 PCI
Networking	(2) 10/100/100Base-T Ethernet connectors (RJ45) and 2 12' RJ45 Cat.5 Cables
Server Management	Apple Server Monitor / SNMP and SSH2
Monitor	Mitsubishi Diamond Plus 73 (17" CRT)
Screen Resolution	1280 x 1024/60 Hertz high refresh rate maximum non-interlaced addressable resolution
Graphics	ATI PCI graphics with 32 MB DDR SDRAM
Compact Disk Format	Tray-Loading 24X CD-ROM
Floppy Drive	n/a
Pointing Device	Optical Mouse with Mouse Pad
Keyboard	Keyboard Included
Installation	As required in special Condition 5.0

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

System Specifications

GROUP 7, ITEMS 7A AND 7B, LASER PRINTERS – B&W
GROUP 8, ITEMS 8A AND 8B, LASER PRINTERS - COLOR
GROUP 9, ITEMS 9A AND 9B, INKJET PRINTERS
GROUP 10, ITEMS 10A AND 10B, PRINTERS – MULTI-FUNCTION

The following list of support requirements must be adhered to for Group 7, Items 7A and 7B, Group 8, Items 8A and 8B, Group 9, Items 9A and 9B and Group 10, Items 10A and 10B printer configurations detailed on the following eight pages and all future configurations.

Equipment provided shall be: new O.E.M., including parts (used or refurbished will not be allowed); ISO 9002 certified; corporate-level for use in managed network environment; and desktop and notebooks shall be DMI compliant.

SPECIFIC SUPPORT REQUIREMENTS FOR PRINTERS TO BE ADDED PRIOR TO RFP RELEASE DATE.

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

ITEM 7A SYSTEM SPECIFICATIONS
LOW DEMAND - Laser Printer – Black and White

<u>Item</u>	<u>Minimum Specifications</u>
Technology	Laser, Monochrome
Print Speed	15 Pages per minute
Resolution	600 x 600
Language	Postscript/PCL
RAM / Expandable	8MB / 72MB
Colors	Black and White, Shades of gray
Ports	10/100 base T with 6' Category 5 RJ45 Cable, USB, Parallel
Networkability	10/100 Internal Ethernet, TCP/IP, IPX
Special Features	Energy Star Compliant, Language autosense
Management	Software Monitoring and control
Client Driver Availability	Windows XP, Windows Nt4.0, Windows 2000, Windows 95, Windows 98 and Novel Netware 2.2 and above
Paper Handling	1 input trays – adjustable size
Toner Cartridge	Minimum of two high density printer cartridges included,
Duty cycle	10,000 pages per month
Paper Sizes	8 ½" x 11" to 8 ½" x 14"
Available options	Envelope feeder
Power Requirements	120Volts AC, 60Hz

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

ITEM 7B SYSTEM SPECIFICATIONS
HIGH DEMAND - Laser Printer – Black and White

<u>Item</u>	<u>Minimum Specifications</u>
Technology	Laser, Monochrome
Print Speed	38 Pages per minute
Resolution	1200 x 1200
Language	Postscript/PCL
RAM / Expandable	16MB / 384MB
Colors	Black and White, Shades of gray
Ports	10/100 base T with 6' Category 5 RJ45 Cable, USB
Networkability	10/100 Internal Ethernet, TCP/IP, IPX
Special Features	Energy Star Compliant, Language autosense
Management	Software Monitoring and control
Client Driver Availability	Windows XP, Windows Nt4.0, Windows 2000, Windows 95, Windows 98 and Novel Netware 2.2 and above
Paper Handling	100 sheet multi-purpose tray 500 sheet drawer 2 nd 500 sheet drawer 500 sheet output bin
Toner Cartridge	Minimum of two high density printer cartridges included,
Duty cycle	15,000 pages per month
Paper Sizes	8 ½" x 11" to 8 ½" x 14"
Available options	Envelope feeder
Power Requirements	120Volts AC, 60Hz

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

ITEM 8A SYSTEM SPECIFICATIONS
LOW DEMAND - Laser Printer – Color

<u>Item</u>	<u>Minimum Specifications</u>
Technology	Laser, Color
Print Speed	4 Pages Per minute Color, 16 Pages per minute Black and White
Resolution	600 x 600
Language	Postscript/PCL
RAM / Expandable	4MB / 256MB
Colors	32 million
Ports	10/100 base T with 6' Category 5 RJ45 Cable, USB, Parallel
Networkability	10/100 Internal Ethernet, TCP/IP, IPX
Special Features	Energy Star Compliant, Language autosense
Management	Software Monitoring and control
Client Driver Availability	Windows XP, Windows Nt4.0, Windows 2000, Windows 95, Windows 98 and Novel Netware 2.2 and above
Paper Handling	Input tray – adjustable size, separate manual input tray
Toner Cartridge	Minimum of two high density Black printer cartridges included, and minimum of two high density color printer cartridges included
Duty cycle	15,000 pages per month
Paper Sizes	8 ½" x 11" to 8 ½" x 14"
Available options	Envelope feeder
Power Requirements	120Volts AC, 60Hz

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

ITEM 8B SYSTEM SPECIFICATIONS
HIGH DEMAND - Laser Printer – Color

<u>Item</u>	<u>Minimum Specifications</u>
Technology	Laser, Color
Print Speed	10 Pages Per minute Color, 25 Pages per minute Black and White
Resolution	600 x 600, 2400 Image Quality, Photo enhanced technology
Language	Postscript/PCL
RAM / Expandable	128MB / 384MB
Colors	32 million
Ports	10/100 base T with 6' Category 5 RJ45 Cable, USB, Parallel
Networkability	10/100 Internal Ethernet, TCP/IP, IPX
Special Features	Energy Star Compliant, Language autosense
Management	Software Monitoring and control
Client Driver Availability	Windows XP, Windows Nt4.0, Windows 2000, Windows 95, Windows 98 and Novel Netware 2.2 and above
Paper Handling	250 sheet drawer 250 sheet output bin
Toner Cartridge	Minimum of two high density Black printer cartridges included, and minimum of two high density color printer cartridges included
Duty cycle	35,000 pages per month
Paper Sizes	8 ½" x 11" to 8 ½" x 14"
Available options	Envelope feeder
Power Requirements	120Volts AC, 60Hz

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

ITEM 9A SYSTEM SPECIFICATIONS
LOW DEMAND - Inkjet Printer

<u>Item</u>	<u>Minimum Specifications</u>
Technology	Inkjet, Color
Print Speed	8 Pages Per minute Color, 15 Pages per minute Black and White
Resolution	360 x 180 – 2880 x 720
Language	PCL or BSC.P or MAC
RAM / Expandable	256KB
Colors	32 million
Ports	10/100 base T with 6' Category 5 RJ45 Cable, USB, Parallel
Networkability	10/100 Internal Ethernet, TCP/IP, IPX
Special Features	Energy Star Compliant, Language autosense, , Bi-directional Print, Duplex
Management	Software Monitoring and control
Client Driver Availability	Windows XP, Windows Nt4.0, Windows 2000, Windows 95, Windows 98 and Novel Netware 2.2 and above
Paper Handling	Input tray – adjustable size, separate manual input tray
Toner Cartridge	Minimum of two high density Black printer cartridges included, and minimum of two high density color printer cartridges included
Duty cycle	5,000 pages per month
Paper Sizes	8 ½" x 11" to 8 ½" x 14"
Available options	Envelope Printing
Power Requirements	120Volts AC, 60Hz

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

ITEM 9B SYSTEM SPECIFICATIONS
HIGH DEMAND - Inkjet Printer

<u>Item</u>	<u>Minimum Specifications</u>
Technology	Inkjet, Color
Print Speed	8 Pages Per minute Color, 17 Pages per minute Black and White
Resolution	360 x 180 – 2880 x 720
Language	PCL or BSC.P or MAC
RAM / Expandable	256KB
Colors	32 million
Ports	10/100 base T with 6' Category 5 RJ45 Cable, USB, Parallel
Networkability	10/100 Internal Ethernet, TCP/IP, IPX
Special Features	Energy Star Compliant, Language autosense, Bi-directional Print, Duplex
Management	Software Monitoring and control
Client Driver Availability	Windows XP, Windows Nt4.0, Windows 2000, Windows 95, Windows 98 and Novel Netware 2.2 and above
Paper Handling	Input tray – adjustable size, separate manual input tray
Toner Cartridge	Minimum of two high density Black printer cartridges included, and minimum of two high density color printer cartridges included
Duty cycle	5,000 pages per month
Paper Sizes	8 ½" x 11" to 8 ½" x 14"
Available options	Envelope feeder
Power Requirements	120Volts AC, 60Hz

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

ITEM 10A SYSTEM SPECIFICATIONS
LOW DEMAND - Multi-Function Printer

<u>Item</u>	<u>Minimum Specifications</u>
Technology	Inkjet
Print Speed	6 Pages Per minute Color, 12 Pages per minute Black and White
Resolution (Printer)	600 x 600
Resolution (FAX)	300 x 300
Resolution (Scan)	600 x 600
Copy/Scan	Color
Language	Postscript/PCL
RAM / Expandable	8MB / 256MB
Colors	Color
Ports	10/100 base T with 6' Category 5 RJ45 Cable, USB, Parallel or DirectJet
Networkability	10/100 Internal Ethernet, TCP/IP, IPX
Special Features	Energy Star Compliant, Language autosense
Management	Software Monitoring and control
Client Driver Availability	Windows XP, Windows Nt4.0, Windows 2000, Windows 95, Windows 98 and Novel Netware 2.2 and above
Paper Handling	Input tray – adjustable size, separate manual input tray
Toner Cartridge	Minimum of two high density Black printer cartridges included, and minimum of two high density color printer cartridges included
Duty cycle	5,000 pages per month
Paper Sizes	8 ½" x 11" to 8 ½" x 14"
Available options	Envelope feeder
Power Requirements	120Volts AC, 60Hz

The School Board of Broward County
COMPUTERS, SERVERS AND PRINTERS

ITEM 10B SYSTEM SPECIFICATIONS
HIGH DEMAND - Multi-Function Printer

<u>Item</u>	<u>Minimum Specifications</u>
Technology	Laser
Print Speed	6 Pages Per minute Color, 20 Pages per minute Black and White
Resolution (Printer)	600 x 600
Resolution (FAX)	300 x 300
Resolution (Scan)	600 x 600
Copy/Scan	Color
Language	Postscript/PCL
RAM / Expandable	8MB / 256MB
Colors	Color
Ports	10/100 base T with 6' Category 5 RJ45 Cable, USB, Parallel or DirectJet
Networkability	10/100 Internal Ethernet, TCP/IP, IPX
Special Features	Energy Star Compliant, Language autosense
Management	Software Monitoring and control
Client Driver Availability	Windows XP, Windows Nt4.0, Windows 2000, Windows 95, Windows 98 and Novel Netware 2.2 and above
Paper Handling	Input tray – adjustable size, separate manual input tray
Toner Cartridge	Minimum of two high density Black printer cartridges included, and minimum of two high density color printer cartridges included
Duty cycle	5,000 pages per month
Paper Sizes	8 ½" x 11" to 8 ½" x 14"
Available options	Envelope feeder
Power Requirements	120Volts AC, 60Hz

ATTACHMENT B

Cost Proposal Sheet

COST PROPOSAL SHEET**GROUP 1 – Windows Laptop/Notebook Systems****(TO BE AWARDED AS A GROUP)**

ITEM	QUANTITY	DESCRIPTION	UNIT COST	U/M	TOTAL COST
1A	350 each	Laptop/Notebook – Basic In accordance with Specification	\$ _____	ea	\$ _____
1B	200 each	Laptop/Notebook – Intermediate In accordance with Specification	\$ _____	ea	\$ _____
TOTAL COST GROUP ITEM 1 A and B					\$ _____

Establishment of “Universal Awardee/Group Discount ”: The prices offered above represent a discount of _____% off the MSRP as calculated and established by way of the criteria specified in Special Condition 5.9. This “Universal Awardee/Group Discount ” will also apply to all Balance of Line Items purchased by SBBC as specified in Special Condition 5.19.

ITEM 2 – Windows Desktop Systems**(TO BE AWARDED AS A GROUP)**

ITEM 2	QUANTITY	DESCRIPTION	UNIT COST	U/M	TOTAL COST
A	1800 each	Desktop – Basic In accordance with Specification	\$ _____	ea	\$ _____
B	1000 each	Desktop – Intermediate In accordance with Specification	\$ _____	ea	\$ _____
C	2800 each	Desktop – Special Purpose In accordance with Specification	\$ _____	ea	\$ _____
TOTAL COST GROUP ITEM 2 A - C					\$ _____

Establishment of “Universal Awardee/Group Discount ”: The prices offered above represent a discount of _____% off the MSRP as calculated and established by way of the criteria specified in Special Condition 5.9. This “Universal Awardee/Group Discount ” will also apply to all Balance of Line Items purchased by SBBC as specified in Special Condition 5.19.

VENDOR NAME: _____

COST PROPOSAL SHEET (Continued)**ITEM 3 – Apple Laptop/Notebook Systems****(TO BE AWARDED AS A GROUP)**

ITEM 3	QUANTITY	DESCRIPTION	UNIT COST	U/M	TOTAL COST
A	650 each	Laptop/Notebook – Basic In accordance with Specification	\$ _____	ea	\$ _____
B	3000 each	Laptop/Notebook – Intermediate In accordance with Specification	\$ _____	ea	\$ _____
TOTAL COST GROUP ITEM 3 A and B					\$ _____

Establishment of “Universal Awardee/Group Discount ”: The prices offered above represent a discount of _____% off the MSRP as calculated and established by way of the criteria specified in Special Condition 5.9. This “Universal Awardee/Group Discount ” will also apply to all Balance of Line Items purchased by SBBC as specified in Special Condition 5.19.

ITEM 4 – Apple Desktop Systems**(TO BE AWARDED AS A GROUP)**

ITEM 4	QUANTITY	DESCRIPTION	UNIT COST	U/M	TOTAL COST
A	6000 each	Desktop – Basic In accordance with Specification	\$ _____	ea	\$ _____
B	1600 each	Desktop – Intermediate In accordance with Specification	\$ _____	ea	\$ _____
C	300 each	Desktop – Special Purpose In accordance with Specification	\$ _____	ea	\$ _____
D	1800 each	Desktop – Graphic Design In accordance with Specification	\$ _____	ea	\$ _____
TOTAL COST GROUP ITEM 4 A - D					\$ _____

Establishment of “Universal Awardee/Group Discount ”: The prices offered above represent a discount of _____% off the MSRP as calculated and established by way of the criteria specified in Special Condition 5.9. This “Universal Awardee/Group Discount ” will also apply to all Balance of Line Items purchased by SBBC as specified in Special Condition 5.19.

VENDOR NAME: _____

COST PROPOSAL SHEET (Continued)**ITEM 5 – Windows Servers****(TO BE AWARDED AS A GROUP)**

ITEM 5	QUANTITY	DESCRIPTION	UNIT COST	U/M	TOTAL COST
A	30 each	Low Demand - Server	\$ _____	ea	\$ _____
B	200 each	Medium Demand - Server	\$ _____	ea	\$ _____
C	50 each	High Demand - Server	\$ _____	ea	\$ _____
TOTAL COST GROUP ITEM 5 A - C					\$ _____

Establishment of "Universal Awardee/Group Discount ": The prices offered above represent a discount of _____% off the MSRP as calculated and established by way of the criteria specified in Special Condition 5.9. This "Universal Awardee/Group Discount " will also apply to all Balance of Line Items purchased by SBBC as specified in Special Condition 5.19.

ITEM 6 – Apple Server

ITEM 6	QUANTITY	DESCRIPTION	UNIT COST	U/M	TOTAL COST
A	each	Apple - Server	\$ _____	ea	\$ _____
TOTAL COST GROUP ITEM 6A					\$ _____

Establishment of "Universal Awardee/Group Discount ": The prices offered above represent a discount of _____% off the MSRP as calculated and established by way of the criteria specified in Special Condition 5.9. This "Universal Awardee/Group Discount " will also apply to all Balance of Line Items purchased by SBBC as specified in Special Condition 5.19.

ITEM 7 – Printers – Laser Black and White**(TO BE AWARDED AS A GROUP)**

ITEM 7	QUANTITY	DESCRIPTION	UNIT COST	U/M	TOTAL COST
A	1350 each	Low Demand – Laser – Black and White	\$ _____	ea	\$ _____
B	2200 each	High Demand – Laser – Black and White	\$ _____	ea	\$ _____
TOTAL COST GROUP ITEM 7 A and B					\$ _____

Establishment of "Universal Awardee/Group Discount ": The prices offered above represent a discount of _____% off the MSRP as calculated and established by way of the criteria specified in Special Condition 5.9. This "Universal Awardee/Group Discount " will also apply to all Balance of Line Items purchased by SBBC as specified in Special Condition 5.19.

VENDOR NAME: _____

COST PROPOSAL SHEET (Continued)**ITEM 8 – Printers – Laser Color****(TO BE AWARDED AS A GROUP)**

ITEM 8	QUANTITY	DESCRIPTION	UNIT COST	U/M	TOTAL COST
A	25 each	Low Demand – Laser – Color	\$ _____	ea	\$ _____
B	30 each	High Demand – Laser – Color	\$ _____	ea	\$ _____
TOTAL COST GROUP ITEM 8 A and B					\$ _____

Establishment of “Universal Awardee/Group Discount ”: The prices offered above represent a discount of _____% off the MSRP as calculated and established by way of the criteria specified in Special Condition 5.9. This “Universal Awardee/Group Discount ” will also apply to all Balance of Line Items purchased by SBBC as specified in Special Condition 5.19.

ITEM 9 – Printers – Inkjet**(TO BE AWARDED AS A GROUP)**

ITEM 9	QUANTITY	DESCRIPTION	UNIT COST	U/M	TOTAL COST
A	1100 each	Low Demand – Inkjet	\$ _____	ea	\$ _____
B	500 each	High Demand – Inkjet	\$ _____	ea	\$ _____
TOTAL COST GROUP ITEM 9 A and B					\$ _____

Establishment of “Universal Awardee/Group Discount ”: The prices offered above represent a discount of _____% off the MSRP as calculated and established by way of the criteria specified in Special Condition 5.9. This “Universal Awardee/Group Discount ” will also apply to all Balance of Line Items purchased by SBBC as specified in Special Condition 5.19.

ITEM 10 – Printers – Multi-Purpose**(TO BE AWARDED AS A GROUP)**

ITEM 10	QUANTITY	DESCRIPTION	UNIT COST	U/M	TOTAL COST
A	10 each	Low Demand –	\$ _____	ea	\$ _____
B	10 each	High Demand – Multi-Purpose	\$ _____	ea	\$ _____
TOTAL COST GROUP ITEM 10 A and B					\$ _____

Establishment of “Universal Awardee/Group Discount ”: The prices offered above represent a discount of _____% off the MSRP as calculated and established by way of the criteria specified in Special Condition 5.9. This “Universal Awardee/Group Discount ” will also apply to all Balance of Line Items purchased by SBBC as specified in Special Condition 5.19.

VENDOR NAME: _____

ATTACHMENT C

M/WBE Utilization Report

The School Board of Broward County, Florida
 Minority/Women Business Enterprise Division
 600 SE 3rd Avenue, 8th Floor
 Ft. Lauderdale, FL 33301

(954) 760-7470
 (954) 765-6974 FAX

Monthly M/WBE Utilization Report

1. Reporting Period From: _____ Reporting Period To: _____

This report is required by The School Board of Broward County, Florida. Failure to comply may result in the School Board commencing proceedings to impose sanctions on the Prime Vendor, in addition to pursuing any other available legal remedy. Sanctions may include the withholding of payments for work committed to M/WBE participants, and a negative recommendation to award further contracts RFP by The School Board of Broward County, Florida.

Prime Vendor Information

NAME AND ADDRESS OF PRIME VENDOR	CONTRACT AMOUNT (if applicable)	LENGTH OF CONTRACT	CONTRACT START DATE	CONTRACT END DATE	TOTAL % OR \$ AMOUNT TO MINORITY/ WOMEN
RFP Number:					
RFP Title:					

MINORITY/WOMEN BUSINESS ENTERPRISE VENDOR INFORMATION

NAME OF CERTIFIED M/WBE VENDOR	WORK DESCRIPTION	AMOUNT DRAWN/PAID TO VENDOR	AMOUNT FOR WORK PERFORMED DURING MONTH	AMOUNT PAID TO DATE	% of TOTAL PAID TO CONTRACT AMOUNT

Company Official's Signature and Title: _____

Phone # (_____) _____

Date: _____

ATTACHMENT D

Employment Diversity Statistics

Employment Diversity Statistics

Provide the following employment diversity statistics by completing the chart below.

JOB CATEGORIES	TOTAL	NON-HISPANIC WHITE		NON-HISPANIC BLACK		HISPANIC		ASIAN		AMERICAN INDIAN/ ALASKA NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft Workers (Skilled)											
Operatives (Semi- Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											
% of Total Workforce											

ATTACHMENT E

M/WBE Participation

M/WBE PARTICIPATION

Complete the following information on the proposed M/WBE participation on this contract.

M/WBE Firm Information	Scope and/or Nature of Work to be Performed by the M/WBE	% of M/WBE Participation	Actual Amount to be expended with M/WBE
Firm Name: Contact Person: Address: Telephone No.: Facsimile No.: M/WBE Certification No.:			
Firm Name: Contact Person: Address: Telephone No.: Facsimile No.: M/WBE Certification No.:			
Firm Name: Contact Person: Address: Telephone No.: Facsimile No.: M/WBE Certification No.:			

ATTACHMENT F

Statement of “No” Response

ATTACHMENT F, STATEMENT OF "NO" RESPONSE

If your company will not be submitting a response to this Request for Proposal, please complete this Statement of "No" Response Sheet and return, prior to the RFP Due Date established within, to:

The School Board of Broward County, Florida
Purchasing Department
Suite 323
7720 West Oakland Park Boulevard
Sunrise, Florida 33351

This information will help The School Board of Broward County, Florida in the preparation of future Bids /RFPs.

Bid/RFP Number: _____ Title: _____

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Facsimile: _____

√	Reasons for "NO" Response:
	Unable to comply with product or service specifications.
	Unable to comply with scope of work.
	Unable to quote on all items in the group.
	Insufficient time to respond to the Request for Proposal.
	Unable to hold prices firm through the term of the contract period.
	Our schedule would not permit us to perform.
	Unable to meet delivery requirements.
	Unable to meet bond requirements.
	Unable to meet insurance requirements.
	Other (Specify below)

Comments:

Signature: _____ Date: _____