# Addendum 1

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| **RFP Number:** | TE1127 – Student Laptop Replacement |
| **Addendum Number:** | 1 |
| **Addendum Issued:** | 01/19/2022 |

1. Changes

The original Request for Proposals No. TE1127: Student Laptop Replacement remains in effect except as revised by the following changes, which shall take precedence over anything to the contrary in the specifications.

1. *Page 5, Section III. Proposal Requirements, Line F* has been revised to reflect the following clarification. The bid winner will hold all pricing on proposed items without increase for at least one year from award date. If during this period the manufacturer's price decreases, it shall be the responsibility of the bid winner to pass on any applicable decrease to the District in the event a purchase is pending. The District reserves the right to routinely make inquires of the successful vendor on price decreases at any stage throughout the "held" period.
2. Attachments B and C have been added. Please find the additional Shape the Future Letter of Eligibility for Park Hill School District and Appendix A, the eligible institution schools list. This additional Letter is specifically issued for 11000 Licenses (combined) for the SKU(s) listed below, or any subsequent product.  All devices distributed pursuant to this Letter of Eligibility must meet the hardware configuration requirements for the corresponding SKU:

* Windows® 10 Pro (National Academic only)(Strategic) for World-wide Distribution
  + Minimum 10,000 Licenses
* Windows® 10 Pro (National Academic only)(Standard)

1. *Page 5, Part II, Section I. Instructions to Respondents, Line G* has been revised to reflect the following removal from this line: ~~Proposals may not be withdrawn for a 60-day period following the time and date for the receipt of proposals.~~
2. *Page 5, Part II, Section I. Instructions to Respondents, Line G* has been revised to reflect the following change: Proposals may be modified, cancelled or withdrawn prior to the above referenced proposal due date only upon written notice actually received by the District before referenced time and date.
3. *Page 6, Part II, Section III. Hardware Requirements* has been revised to reflect the following changes:

“The order for the laptops will be placed on February 25, 2022. There is no required delivery date due to supply chain issues, however, Park Hill prefers to receive all laptops by June 10, 2022, if possible.”

1. *Page 12, Part II, Section V. Terms and Conditions, Line J* has been removed.

~~“If the respondent refuses or fails to make deliveries of the materials within the times specified on the face of the Request for Proposal or purchase order, Park Hill School District may, by written notice, terminate the contract or purchase order.”~~

1. Questions & Answers

The following questions are as they were presented to Park Hill School District. The answers to said questions have been answered as completely and accurately as possible.

**Q1:** Will the district accept AMD equivalents for processors?

**A1:** No, only the Intel processors as specified.

**Q2:** Is it an option for Park Hill to use an asset tag provided by Lenovo if it meets the requirements of the Park Hill Provided asset tag?

**A2:** No, we would prefer to use our own current model of asset tags.

**Q3:** Part 1, Section II. Timeline for RFP Process & Project Completion (page 4): Is Vendor required to supply a demo unit for any of the models proposed for Options 1-12?

**A3:** A demo unit for each model of laptop proposed would be helpful in making our decision but is not a requirement.

**Q4:** Part II, Section III. Hardware Requirements (pages 6-11): If Vendor wants to propose an alternate configuration (in addition to a configuration that matches the specifications) for any of Options 1-12, how should Vendor include the alternate specifications and pricing in its response? May Vendor show both prices for an Option in the Cost table (Form No. 4)?

**A4**: An additional Cost Sheet titled *Form No. 5: Alternate Bid Cost Sheet* has been added to the RFP. If including alternate bids, please fill out this sheet and attach with detailed specifications in final proposal.

**FORM NO. 5: ALTERNATE BID COST SHEET**

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| --- | --- | --- | --- | --- | --- |
| **Alternate Laptop Option with warranty as specified above** | **Laptop Make / Model Proposing** | **Laptop Cost** | **Green Delivery Cost (as described in Scope of Services)** | **Inventory Services Cost (as described in Scope of Services)** | **Extended Cost** |
| **Option 1** |  |  |  |  |  |
| **Option 2** |  |  |  |  |  |
| **Option 3** |  |  |  |  |  |
| **Option 4** |  |  |  |  |  |
| **Option 5** |  |  |  |  |  |
| **Option 6** |  |  |  |  |  |
| **Option 7** |  |  |  |  |  |
| **Option 8** |  |  |  |  |  |
| **Option 9** |  |  |  |  |  |
| **Option 10** |  |  |  |  |  |
| **Option 11** |  |  |  |  |  |
| **Option 12** |  |  |  |  |  |

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| --- | --- | --- |
| **Alternate Service Description** | **Unit Cost** | **Extended Cost** |
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**Q5:** Can you please provide further clarification on the following service: Electronic Inventory Services

What type of Electronic Inventory Services are you looking for?

**A5:** Please provide a digital spreadsheet with system asset tag, serial number, and LAN MAC address of each system.

**Q6:** Are vendors able to submit separate pricing attachments or weblinks besides Form No. 4?

**A6:** Please ensure that Form No. 4 is completed and included with your submission but more detailed pricing attachments or weblinks may be included. Pricing for alternates should be included in Form No. 5 and more detailed attachments may also be provided.

**Q7:** Will Park Hill School District consider using a previously negotiated contract for the Respondent awarded this RFP?

**A7:** Yes, Park Hill will consider using previously negotiated contracts.

**Q8:** If Park Hill School District will consider using a previously negotiated contract, then how would you envision exceptions to the Terms & Conditions presented in the RFP be provided?

**A8:** Park Hill will consider all exceptions but they may be accepted or rejected.

**Q9:** How does Park Hill School District envision the process of any negotiations over Terms and Conditions?

**A9:** Park Hill may engage with the lowest responsible and best bidder in negotiations over Terms and Conditions or any other section of the RFP after proposals are due. This could be conducted over the phone, video conference and/or email.

**Q10:** Will Park Hill School District allow the option to withdraw our request for exceptions and still be considered for an award?

**A10:** Park Hill School District will consider all requests.

**Q11:** Can we withdraw our proposal if the parties are unable to negotiate a mutually acceptable agreement?

**A11:** No. Please include exceptions in your proposal.

**Q12:** Please explain the apparent contradiction between RFP Part 1, III F’s requirement that pricing commitments are to be held firm for 1 year; RFP, Part 2. G stating that you can’t withdraw the response for 60 days after the time date for receipt, and RFP Part 2, V, N States that Proposals are irrevocable for 90 days?

**A12:** Please see changes noted above regarding Page 5, Section III. Pricing only needs to be held firm by the bid winner. Also, please see the changes noted above to Page 5, Part II, Section I. The reference to 60 days has been removed.

**Q13:** Park Hill School District will not accept exceptions to the Terms & Conditions or the use of a previously negotiated contract, then is Park Hill School District amenable to granting an extension based on implementing answers received to questions?

**A13:** No, Park Hill will not grant a due date extension at this time.

# V. Acknowledgement

Each bidder shall acknowledge receipt of this Addendum No. 1 of Proposal No. *TE1127: Student Laptop Replacement*

by his/her signature affixed hereto and shall attach this Addendum to the original proposal submitted. UUFailure to sign and submit this addendum may render your bid Non-Responsive.

Certification by Bidder:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_