



REQUEST FOR PROPOSALS FOR WORKSTATION LEASE

(Due Date – Monday, August 12th, 2019)

PURPOSE

Magnolia Public Schools (MPS) is accepting proposals for the lease of desktop computers and laptops for Magnolia Science Academy (MSA)-1's classroom teaching. *Should there be a need for any other MPS schools listed below between dates July 1st, 2019 – June 30th, 2020, the approved vendor, the device model, and the lease price will be used for procurement:*

MSA-1	18238 Sherman Way, Reseda, CA 91335
	18220 Sherman Way, Reseda, CA 91335
MSA-2	17125 Victory Blvd., Van Nuys, CA 91406
MSA-3	1254 East Helmick Street, Carson, CA 90746
MSA-4	11330 West Graham Place, Los Angeles, CA 90064
MSA-5	18230 Kittridge St., Reseda, CA 91335
MSA-6	3754 Dunn Dr., Los Angeles, CA 90034
MSA-7	18355 Roscoe Boulevard, Northridge, CA 91325
MSA-8	6411 Orchard Ave., Bell, CA 90201
MSA-Santa Ana	2840 W. 1st Street, Santa Ana, CA 92703
MSA-San Diego	6525 Estrella Ave., San Diego, CA 92120

GENERAL TERMS AND CONDITIONS FOR RFP PROPOSAL GUIDELINES

1. Each item request and guideline in the RFP must be known and properly addressed in the proposal.
2. All equipment in proposal must conform to specifications provided in the RFP.
3. The Vendor must provide terms of warranty on all products.
4. The Vendor shall provide a clear breakdown of equipment and services costs.
5. The Vendor must provide an estimated timeline for product delivery.
6. Proposal must be valid for 60 days.

All questions regarding the RFP should be addressed in writing to Rasul Monoshev, IT Director, rmonoshev@magnoliapublicschools.org.



PROPOSAL SUBMISSION

Proposals are to be submitted no later than 5:00 PM PST, Monday, 08/12/2019 per one of the following means of delivery:

- Email to it@magnoliapublicschools.org, cc: jblopez@magnoliapublicschools.org
- Mail to: Rasul Monoshev, MSA 1 Workstation Lease

Magnolia Public Schools, 250 East First Street, Ste 1500, Los Angeles, CA 90012

ACCEPTANCE/REJECTION OF PROPOSAL SUBMISSIONS

MPS reserves the right to accept or reject any and all proposals or any portion of any and all proposals in its discretion. While price is an important consideration, it will not be the sole determining factor in the selection of a Vendor. Payments will not be made nor orders submitted until after the MPS Board of Directors has accepted a proposal and awarded it as the winning proposal submission. A contract will be entered into between MPS and the Vendor after the aforementioned approvals.

PAYMENT

Payment shall be made no later than 60 days after invoice date. The payment will not be issued until after both the Vendor and MPS agree that the project is complete and meets all requirements.

RFP Revisions

MPS reserves the right to modify or issue amendments to this RFP at any time. MPS also reserves the right to cancel or reissue this RFP at any time. Notices will be posted to <http://magnoliapublicschools.org>. It is the sole responsibility of interested vendors to monitor the URL for posting of such information.



RFP EVALUATION

All qualified, responsive proposals will be evaluated using the following factors and weights.

Factor	Weight
Cost of products and services (required, highest weight)	40%
Functionality/completeness/specifications of proposed solution	30%
Vendor qualifications, credentials, certifications, experience, and references	20%
Contract terms and conditions	10%
Total	200.00%

RFP Evaluation Committee

The RFP Evaluation committee members are as follows:

- Rasul Monoshev, IT Director
- Mustafa Sahin, MSA-1 Principal
- Julian Lopez, MSA-1 IT Manager

RFP Evaluation and Award Timeline

08.12.2019: RFP is due at 5pm.

08.13.2019: The RFP Evaluation committee members will meet and evaluate the received bids

08.14.2019: The winning bid recommendation is submitted in documentation

09.12.2019 or earlier: MPS Board Meeting day – The board might approve/deny/request for more information

EQUIPMENT & SERVICES SPECIFICATIONS

Item 1: HP EliteOne 800 G5 23.8-inch All-in-One (7HX75UT) or similar



- **Quantity: 60**

Description:

- ✓ Operating system: Windows 10 Pro 64
- ✓ Processor family: 9th Generation Intel® Core™ i5 processor
- ✓ Memory: 16 GB DDR4-2666 SDRAM (1 X 16 GB)
- ✓ Internal Storage: 256 GB PCIe® NVMe™ SSD
- ✓ Optical drive: DVD-Writer
- ✓ Display: 23.8" diagonal FHD IPS widescreen WLED-backlit anti-glare
- Graphics: Integrated

Item 2: HP EliteBook 840 G6 Notebook PC (7KK23UT) or similar

- **Quantity: 50**

Description:

- ✓ Operating system: Windows 10 Pro 64
- ✓ Processor family: 8th Generation Intel® Core™ i5 processor
- ✓ Memory: 16 GB DDR4-2400 SDRAM (1 x 16 GB)
- ✓ Internal Storage: 512 GB PCIe® NVMe™ M.2 SSD
- ✓ Display: 14" diagonal FHD IPS anti-glare WLED-backlit, 250 nits, 45% NTSC (1920 x 1080)
- ✓ Display size (diagonal): 14"
- ✓ Graphics: Integrated

Delivery/Shipping: No dock at this location.

Ship to Address:

Magnolia Science Academy-1

18238 Sherman Way, Reseda, CA 91335