

MURRAY CITY SCHOOL DISTRICT
REQUEST FOR PROPOSAL
Teacher Laptop Procurement
Solicitation #2023-03T

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this Request For Proposal is to enter into a contract with a qualified company to purchase up to 120 LG Gram Laptops for education use. Murray City School District will not be liable for any costs proposers may incur in the preparation or presentation of this proposal. Murray City School District reserves the right to reject any or all proposals, or to waive any formality or technicality in any proposal, in the best interests of the Murray City School District.

I. BACKGROUND

Murray City School District (“District”), located in Salt Lake County, Utah, operates 10 schools with 5,800 students in Kindergarten through twelfth grade.

II. TECHNOLOGY DEPARTMENT AND RFP 2023-03T

Murray City School District’s Technology Department is the issuing office for this document and all subsequent addenda relating to it, on behalf of Murray City School District. The reference number for the transaction is Solicitation #RFP 2023-03T. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP. With the exception of the Chief Procurement Officer or Technology Department Coordinator, no contact is to be made with employees or board members of Murray City School District regarding this opportunity during the bidding and evaluation phases of this solicitation. Such contact may result in rejection of your proposal.

Chief Procurement Officer – Scott Taggart email: sntaggart@murrayschools.org

Technology Department Coordinator – Jason Eyre email: jeyre@murrayschools.org

III. SCOPE OF RFP

This RFP is for up to 120 LG Gram Laptops to be purchased in the 2023-2024 school year by Murray City School District.

A. Hardware Requirements

LG Gram 2 in 1 – 14” Laptop

Windows 11 Pro

- Intel Evo Platform Powered by 12th gen. Intel® Core™ Processor
- 16GB LPDDR5 & 512GB NVMe Gen 4 M.2(2280) Dual SSD slots
- LG Glance by Mirametrix®
- LG Stylus Pen, HD IR Webcam, Thunderbolt™ 4 & Built-in Speaker
- Ultra Light Weight (2.7 lbs.) with up to 20 hours Battery Life
- Minimum 1 Year warranty – 3 year option requested on a separate cost line.

IV. ANTICIPATED SOLICITATION TIMELINE

Purchase Order provided in June 2023 with delivery requested by July 20, 2023

V. QUESTIONS

All questions must be submitted via email to lte@murrayschools.org. The deadline for questions will be May 31, 2023. Answers will be posted in the RFP section of the murrayschools.org website.

VI. PROPOSAL RESPONSE FORMAT

All proposals must include a cost proposal and technical data sheet outlining the hardware and warranty options.

VII. SUBMITTING YOUR PROPOSAL

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

Event Dates:

1. RFP Released May 24, 2023
2. Questions Due May 31, 2023 5:00 PM MDT
3. Proposals Due June 8, 2023 @ 5:00 PM MDT
4. Award of Contract June 10, 2023
5. Delivery of Laptops before July 20, 2023

Proposals must be delivered electronically to lte@murrayschools.org or in hard copy to Murray City School District Technology Department, Attn: Jason Eyre, 5102 South Commerce Dr., Murray, UT, 84107, prior to the RFP due date and time.

NOTICE: By submitting a proposal in response to this RFP, offeror is acknowledging that the requirements, scope, and the evaluation process, outlined in the RFP are fair, equitable, not unduly restrictive, understood and agreed to. Any exceptions to the content of the RFP must be protested to the Chief Procurement Officer prior to the closing date and time for submission of the proposal.

VIII. PROPOSAL EVALUATION CRITERIA

A committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal. All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code, rules, policies and the evaluation criteria established in the RFP.

WEIGHT EVALUATION CRITERIA

90 % Cost

10 % Vendor's past relationship with District

Understandability and comprehensiveness of information supplied in this RFP will affect the evaluation of the above criteria.

IX. DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the District. However, the District may award a contract based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense. If a presentation is requested, it may be made in person or through a private webinar.

X. AWARD OF CONTRACT

Award shall be made to the offeror whose proposal is the most advantageous to the District taking into consideration price and hardware attributes. The District reserves the right to select the solution that is determined to be in the best interest of the District, after considering the total cost of ownership and other support considerations.