

REQUEST FOR PROPOSAL

ClassRoom Projectors & Classroom Document Cameras

This RFP is Being Issued by:

Utah Charter Academies (UCA), Inc.
DBA American Preparatory Academy
12894 S. Pony Express Rd. STE 600
Draper, UT 84020

DATE OF RFP ISSUE: Thursday May 3rd , 2018

- **RFP Submission Due Date: Tuesday May 23, 2018 by (no later than) 5:00 p.m. MST.**

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1. GENERAL

Purpose of Request for Proposal (RFP)

The purpose of this RFP is to enter into a contract with a qualified firm or firms to provide fixed pricing for a period of 12 months for the districts selected Document Camera and Projectors.

This RFP is designed to provide interested Bidders with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Bidders are at liberty to expand upon the specifications to evidence service capability under any agreement.

Key Dates

RFP Issue Date: **May 1st, 2018**

RFP Response Due Date: On or before **May 23, 2018 at 5:00 PM MST**

RFP Bid Award: **Approximately May 28, 2018**

Contract Executed: **Approximately July 1st, 2018**

2. BACKGROUND

Utah Charter Academies (UCA), is a non-profit 501c3 providing state authorized public education utilizing public funds and doing business as American Preparatory Academy (APA). UCA began operations in 2002 with a single K-9 charter school in Draper, UT and is currently operating 6 public charter schools in Utah. UCA was recognized as "Charter School of the Year" in 2010 and continues to be a leader in public education in Utah.

3. Scope of Work

The RFP is for "dropship" product and does not require professional services or a detailed scope of work.

Bidders (not all-inclusive)

- a. Winning Bidder will be expected to enter into a “guaranteed maximum price” contract that is consistent with the requirements of UCA’s financial regulations.

4. SUBMISSION GUIDELINES

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

The preferred method of submitting your proposal is electronically through BidSync (formerly RFP Depot.) However, if you choose to submit hard copies, (5) identical copies of your proposal must be sealed and received at the APA campus at 12894 Pony Express RD #600, Draper, UT 84020. Proposals dropped off after the posted due date & time will be marked late and will not be opened or considered. You may also submit as a single PDF file via email to dbowman@apamail.org

When submitting a proposal electronically through BidSync, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RFP. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.

Electronic proposals may require uploading of electronic attachments. BidSync’s site will accept a wide variety of document types as attachments. However, the submission of documents containing embedded documents (zip files), mov, wmp, and mp3 files are prohibited. All documents should be attached as separate files.

Questions

All questions must be submitted through BIDSYNC (formerly RFP Depot.) Answers will be given via the BIDSYNC site.

Proposal Response Format

Bidders should submit their sealed proposal in the preferred format:

Pricing: Indicate the total proposal pricing the Cost Proposal form within this RFP and no more than 2 pages demonstrating the ability to plan, schedule, staff, communicate and execute, effectively properly timed dropships and proper locations for equipment delivery .

Methods of Submission: **Electronic** – Bidsync or via email dbowman@apamail.org
Hard Copy- via mail as described above.

Protected Information

UCA is primarily funded by public funds for the purpose of providing public education and as such is subject to Utah State laws and procurement rules including the following:

The Government Records Access and Management Act (GRAMA), Utah Code Ann., Subsection 63-2-304, provides in part that:

the following records are protected if properly classified by a government entity:

(1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental entity with the information specified in Section 63-2-308 (Business Confidentiality Claims);

(2) commercial information or non-individual financial information obtained from a person if:

(a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future;

(b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and

(c) the person submitting the information has provided the governmental entity with the information specified in Section 63-2-308;

** * * * **

(6) records the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental entity after bidding has closed;

Disclosure

All materials submitted become the property of UCA. Materials may be evaluated by members of UCA's evaluation committees and others as necessary to properly evaluate bids. Proposal information is considered proprietary and as such shall be treated as confidential subject to GRAMA requirements. Materials submitted may be returned at UCA's discretion.

Information pertaining to the school obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from the school.

5. RFP CONDITIONS

Our technology committees will evaluate proposals against the weighted criteria below.

Proposal Evaluation Criteria

WEIGHT

EVALUATION CRITERIA

15 % Demonstrates ability to plan, schedule, staff, communicate and execute, effectively properly timed dropships and proper locations for equipment delivery .

85 % Price Proposal

COST PROPOSAL Projectors

Bidder Name: _____

Projector Casio XJ-F100W



Total Qty 55.

Price Per Unit _____

Shipping Price Per Unit _____

Shipping Breakdown If shipping by pallet or group include shipping cost by location as a separate line item

14 shipped to 12892 South Pony Express Rd Draper UT 84020 – Draper 1 Campus

30 shipped to 11938 S Lone Peak Parkway Draper UT 84020 – Draper 2 Campus

6 shipped to 1255 W Crystal Ave West Valley City UT 84119 – West Valley 1 Campus

5 shipped to 1195 S Elk Ridge Dr Salem UT 84653 – Salem Campus

We have previously evaluated many projectors and other options for classroom projection. At this time we are looking only for a dropship price for THIS MODEL projector and no other.

Bids for other products like/similar will not be reviewed

COST PROPOSAL Document Cameras

Bidder Name: _____

Elmo MX-1 + Connect Box Visual Presenter - document camera



Total Qty 91.

Price Per Unit _____

Shipping Price Per Unit _____

Shipping Breakdown If shipping by pallet or group include shipping cost by location as a separate line item

40 shipped to 11938 S Lone Peak Parkway Draper UT 84020 – Draper 2

14 shipped to 1255 W Crystal Ave West Valley City UT 84119 – West Valley 1 Campus

24 shipped to 3636 W 3100 S West Valley City UT 84120 – West Valley 2 Campus

13 shipped to 1195 S Elk Ridge Dr Salem UT 84653 – Salem Campus

We have previously evaluated many document cameras and other options for classroom projection. At this time we are looking only for a dropship price for THIS MODEL document camera and no other.

Bids for other products like/similar will not be reviewed