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## **Request for Proposal 3115 for Procurement of Desktop Computers, Laptops and Monitors for the Community College of Allegheny County**

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**Desktops: Dell, HP, or Lenovo only**

**Laptops: Dell, HP, or Lenovo only**

**Monitors: Any Vendor**

**RESPONSES TO THIS REQUEST FOR PROPOSAL  
MUST BE DELIVERED TO THE PROCUREMENT DEPARTMENT OF  
THE COMMUNITY COLLEGE OF ALLEGHENY COUNTY  
800 ALLEGHENY AVENUE, PITTSBURGH, PA 15233 NO LATER THAN:**

**WEDNESDAY, APRIL 10, 2019 at 2:00 PM**

**No fax or e-mail proposals will be accepted.**

The CCAC Procurement Department publishes all Invitations to Bid and Requests for Proposals (Bids and RFP's) via the CCAC Procurement website at [https://www.ccac.edu/Bid-RFP\\_Opportunities.aspx](https://www.ccac.edu/Bid-RFP_Opportunities.aspx) (see "Bid and RFP Opportunities"). It will be each vendor's responsibility to monitor the Bid/RFP activity within the given website and/or verify they are on the CCAC vendor list for this particular Bid/RFP in order to ensure receipt of and compliance with all applicable documents inclusive of any issued addenda. Failure to incorporate any applicable addenda in the final submittal may result in the rejection of your bid or proposal.

Interested parties may obtain further information from: [mcvetic@ccac.edu](mailto:mcvetic@ccac.edu).

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## **1.0 PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors for the procurement of desktops, laptops and monitors in accordance with specifications and requirements contained herein. This Request for Proposal (RFP) will require the vendor to provide all relevant information based on multiple configurations detailed within the RFP. Information and any supplemental information should be in both printed and digital format.

The RFP contains sufficient information and instructions to enable qualified bidders to prepare and submit proposals and supporting material. To be considered responsive, vendors must submit a complete bid that satisfies all requirements as stated in this RFP. This RFP also contains all major terms and conditions that the successful vendor will be expected to accept.

The department of Information Technology Services (ITS) intends to procure solutions in the spring of 2019.

## **2.0 PROJECT BACKGROUND**

The Community College of Allegheny County is the largest institution of postsecondary higher education in Pennsylvania. The college serves 30,000 credit students through 170 degree and certificate programs and offers thousands of lifelong learning non-credit and workforce development courses to 35,000 students annually.

Incorporating a learning-centered environment committed to the future of the region, CCAC continues to expand its reach through innovative programming and accessible instruction offered via convenient day, evening, weekend and online courses. With four campuses and five centers serving Allegheny County and surrounding communities, CCAC endeavors to fulfill its mission to provide affordable access to quality education and offer a dynamic, diverse and supportive learning environment that prepares the region's residents for academic, professional and personal success in our changing global society. More information about CCAC can be found at [https://www.ccac.edu/Welcome\\_Message.aspx](https://www.ccac.edu/Welcome_Message.aspx).

The ITS Department at the Community College of Allegheny County owns and supports approximately 400 laptop computers and approximately 4300 desktop computers. These devices are updated regularly on a rotating scheduled replacement cycle to ensure proper equipment is in place for student use.

Through this RFP, CCAC will be investigating pricing to determine if and how these devices can be procured and implemented into the college to improve services to students, staff and faculty. The solutions the college chooses through this RFP will potentially be the new standard for the college. Therefore, the proposed systems must be scalable to the enterprise level with commensurate reliability.

Our intention is to choose systems that provide best price/performance ratio and partner(s) that will meet the college's requirements and demonstrate the ability to grow with us for many years to come.

### **2.1 Current Environment**

The college is currently utilizing Dell desktops, and a variety of Dell, HP, Lenovo and Microsoft laptops & tablets for use in both academic and administrative areas.

### **2.2 Business Objectives**

The college's primary purpose is serving current and prospective students—from those selecting a college while in high school to those finding themselves in a midlife career transition—as well as important secondary markets of parents, funders, legislators, community leaders, partner institutions and the like. In support of this, technology hardware is a critical component of IT strategy. All proposed solutions must be business class solutions in order to ensure the technology is utilized as a tool to facilitate and enhance teaching and learning and to help reach a larger, more diverse student population. The technology to be implemented must enable or assist the college to achieve the following business objectives (the order of the list doesn't reflect the importance or the priority of the objectives):

- a. Support the College's mission. Please see the [College's Vision, Mission and Goals](#) for more information.
- b. Provide technology as a tool to facilitate and enhance teaching and learning.

CCAC invites interested parties that meet the qualifications listed in this document to submit proposals regarding their product and related service offerings. All information shall be submitted in the format stipulated in this RFP.

### **2.3 Solution Vision**

Provide desktops, laptops and monitors to be used administratively as well as a tool to enhance teaching and learning within the classrooms. The equipment should contain proper features to allow for integration with future technologies. This Request for Proposal (RFP) will require the vendor to provide all relevant information based on multiple configurations detailed within the RFP.

In summary, the selected vendor (or group of vendors at college discretion) is/are expected to provide suggested equipment and pricing in accordance with specifications and requirements contained herein.

The proposed solution will be purchased through the proper channels of CCAC procurement. Once a contract has been reached, a purchase order will be cut and development and implementation of the hardware will begin.

## **3.0 SOLUTION REQUIREMENTS**

Hardware maintenance for each of the proposed solutions will be submitted for 3-year warranty, and 9x5xNBD Pro Support. Pricing must be honored for at least 1 full year following the award date.

The vendor is solely responsible to deliver a fully functional solution meeting the specifications described herein. If the vendor regards the technical specifications as insufficiently exacting, they will offer equipment that will achieve the collective goals. Functional requirements apply before specific technical requirements, and the overall system requirements apply before the requirements for single components. After the award of the contract, the awarded vendor (contractor) is responsible for any necessary item not brought to the attention of CCAC before the award.

### **3.1 Hardware Requirements**

Currently, the College utilizes mainly Dell 9020's and 7540 all-in-ones. The college intends to utilize the majority of the funding to purchase approximately 1600 desktop and laptop computers, however the final purchase number may change at the college's discretion. The college will compare the various pricing and specifications of the Micro Form Factor Computers and Monitors in order to make the best decision moving forward.

#### **3.1.1 Desktop Micro Form Factor Requirements (Dell, HP, or Lenovo only)**

The minimum requirements solution should not include a monitor. Monitors should be included as additional configurations. The solution must also meet the following minimum requirements:

##### Micro Form Factor

- a. Operating System –Least expensive Windows based pre-installed operating system
- b. Processor – 8<sup>th</sup> Generation Intel® Core™ i7 Processor, quad core, base 2.4 GHz
- c. Memory - 8 GB (2 - 4 GB chips) Non-ECC dual channel 2666MHz RAM, up to 32 GB
- d. 2 DIMM Sockets minimum
- e. **Integrated** Video Graphics Display Adapter supporting a 4K display  
Rate and with Minimum 1GB dedicated Video Memory
- f. Hard Drive – Minimum 256GB Solid State Drive
- g. NIC: Integrated Intel 1GB (Backward Compatible)
- h. TPM 2.0 Enabled
- i. Mouse – USB Optical Scroll Mouse

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- j. Keyboard – USB Standard Keyboard
- k. Warranty – 3 Years Basic – Parts, Labor; 3 Years Pro Support Onsite Next Business Day (9 x 5)
- l. 1 HDMI Port with 2’ cable; minimum 5 USB 3.0 Ports (1 must be in front); minimum 1 USB C port audio in/out
- m. Microsoft certifications required: MUST be able to run Windows 10 Education certified or listed in the compatibility list, 64-bit 100% all features and service packs.
- n. Must be listed in Microsoft Windows 10 Education, 64-bit hardware compatibility list
- o. Intel Active Management Technology – 100% Support & Compliance
- p. Intelligent Platform Management Interface (IPMI) version 2.0.
- q. System OEM must be aligned with Intel’s SIPP (Stable Image Platform Program)
- r. BIOS Feature Standards: PXE and Remote Boot Options; Removable Media Boot Control – all 100% Support & Compliance: Wake-On-LAN support.
- s. Client Management Features: SMART, Memory Change and Thermal Alerts – 100% Support & Compliance
- t. 100% Sound Blaster Compatible Sound Card – RealTech HD Audio -Standards Must Meet Audio AC 1997 Certification to Ensure Standards in Driver Features, Interoperability and Compatibility
- u. Energy conscious design options featuring a 90% efficient power supply unit. Energy star compliant with ENERGY Star 5.0 standards for energy efficiency.

<b>Approximate Quantity:</b> 1,500	<b>Unit Price</b>	<b>Total</b>
Desktop Micro Form Factor Hardware and Software cost <u>without</u> monitor (with 3 year basic Parts and Labor Pro Support Onsite Next Business Day warranty [9x5])	\$	\$
Make/Model Number Proposing:		

**Additional Optional Configurations (Indicate amount for or amount to be added to above price for the following):**

- a. Same configuration as above, processor to include vpro capability

\$

- b. Memory - 16 GB (2 - 8 GB chips) Non-ECC dual channel 1600MHz RAM, up to 32 GB

\$

- c. Warranty - Additional 4<sup>th</sup> year basic – Parts, Labor, Onsite Next Business Day

\$

- d. Provide self-maintainer manufacturer’s warranty fix options

\$

- e. Hard Drive: 512GB Solid State Drive (Micro Form Factor)

\$

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f. Built-in Bluetooth wireless technology

\$

<b>Approximate Quantity: 50</b>	<b>Unit Price</b>	<b>Total</b>
Desktop Small Form Factor Hardware and Software cost <u>without</u> monitor (with 3 year basic Parts and Labor Pro Support Onsite Next Business Day warranty [9x5]) with same configurations as requested for the Micro Form Factor  Make/Model Number Proposing:	\$	\$

**Additional Optional Configurations (Indicate amount for or amount to be added to above price for the following):**

a. **Non Integrated** Video Graphics Display Adapter Supporting a 4K display

\$

b. Memory - 16 GB (2 - 8 GB chips) Non-ECC dual channel 1600MHz RAM, up to 32 GB

\$

c. Warranty - Additional 4<sup>th</sup> year basic – Parts, Labor, Onsite Next Business Day

\$

d. Provide self-maintainer manufacturer's warranty fix options

\$

e. Optical Device: Blu-Ray

\$

f. Optical Device: Keyboard with 2 USB ports

\$

g. Hard Drive: 512GB Solid State Drive

\$

h. Built-in Bluetooth wireless technology

\$

Note: If any of the above requirements cannot be met, CCAC might consider alternative configurations (conforming to other requirements). Please provide detailed explanation if suggesting alternative configurations. If any alternative configuration directly affects another requirement, this should be clearly communicated with the bid response.

### 3.1.2 Laptop Requirements (Dell, HP, or Lenovo only)

Currently, the College utilizes a variety of laptop computers. The college intends to purchase laptops for varying purposes, with the final purchase number changing based on needs and costs at the college's discretion.

The solution must be from Dell, HP, or Lenovo and meet the following minimum requirements:

#### 1. Performance Laptop Requirements

- a. Weight: 4 lbs. maximum
- b. Operating System –Least expensive pre-installed operating system, if required
- c. Processor – 8<sup>th</sup> Generation Intel® Core™ i7 Processor, quad core, minimum 2.9 GHz. Processor must support Miracast or Wi-Di Technology.
- d. Hard Drive: Minimum 256GB Solid State Drive
- e. Memory - 8 GB (2 - 4 GB chips) Non-ECC dual channel 2400MHz RAM, up to 32GB
  - i (If memory requirement cannot be met, this must be clearly noted)
- f. Input Devices:
  - i 101/102 compatible Keyboard with touchpad
- g. NIC: Integrated Intel 1GB (Backward Compatible)
- h. Wireless:
  - i Bluetooth integrated technology
  - ii 802.11 ac
  - iii Wi-Fi certified with Cisco compatible extensions
  - iv Supports Miracast and/or WiDi Technology
- i. Video: ATI or nVidia with 1GB RAM, 100% DirectX support. (If requirement cannot be met, this must be clearly noted with alternative solution)
- j. Display: 13-inch LCD with Anti-glare
- k. Built-in HD Webcam that supports Microsoft Skype for Business and Zoom
- l. PC ports & Card Slots: 1 external monitor; 1 Thunderbolt 3; 3 Integrated USB 3.0 ports; 1 HDMI port; integrated headphone and microphone jack; 1 RJ-45
- m. Audio: 2 Integrated stereo speakers
- n. TPM 2.0 Enabled
- o. Power: Preferred Lithium-Ion Primary battery. Must provide 6~7 hours of battery life.
- p. Power: External adapter, 6 ft. power cord
- q. Microsoft certifications required: MUST be able to run Windows 10 Education certified or listed in the compatibility list, 64-bit 100% all features and service packs.
- r. Must be listed in Microsoft Windows 10 Education, 64-bit hardware compatibility list
- s. **Maintenance on Laptop to be included**
- t. 3-3-3 maintenance on parts and labor, Pro Support next business day on-site service **to include off-site accidental damage protection services**



Please list all additional costs on a per system basis.

**Approximate Quantity: 50**

Hardware and Software Unit Price for Performance Laptop with 3-year warranty as specified above	\$
Make/Model Proposing:	

**Additional Optional Configurations (Indicate amount for or amount to be added to above price for the following):**

- a. Processor – Same as above but vpro enabled

\$

- b. Processor – Low power option – 8<sup>th</sup> Generation Intel® Core™ i7 Processor, quad core, minimum 2.1GHz

\$

- c. Touch Enabled

\$

- d. Memory: 16 GB (2 - 8 GB chips) Non-ECC dual channel 1600MHz RAM

\$

- e. Extra power cord

\$

- f. Hard Drive: 512 GB Solid State Drive

\$

- g. Additional Lithium-Ion Primary battery

\$

- h. 4 Year NBD On-site Service

\$

- i. Docking Station (connects Thunderbolt) which supports two additional external displays, Ethernet, HDMI and 2 USB 3.0

\$

Note: If any of the above requirements cannot be met, CCAC might consider alternative configurations (conforming to other requirements). Please provide detailed explanation if suggesting alternative configurations. If any alternative configuration directly affects another requirement, this should be clearly communicated with the bid response.

### 3.1.3 Monitor Requirements (Any Vendor)

- a. 22" or larger flat screen monitor with Skype for Business and Zoom compatible webcam. Minimum 1000:1 contrast, supporting minimum 1920X1080 resolution, 8ms minimum response, minimum 2 USB 3.0 ports, HDMI port.

\$

- b. 22" or larger flat screen monitor. Minimum 1000:1 contrast, supporting minimum 1920X1080 resolution, 8ms minimum response, minimum 2 USB 3.0 ports, HDMI port.

\$

### GENERAL SPECIFICATIONS

1. Systems proposed must be fully functional. The cost of any omissions will be the responsibility of the vendor.
2. Respondents are cautioned to quote only on manufacturers' systems as specified herein. Any violation of this clause will cause the rejection of your bid.
3. All PCs and all components contained therein must be new. The bidding of refurbished or remanufactured product is not permitted. All units must have the same internal components from the same manufacturer, unless otherwise specified.
4. All prices to include delivery (F.O.B. destination, freight prepaid and allowed) to Community College of Allegheny County locations within Allegheny County (Zip Codes: 15212, 15233, 15146, 15237, 15071, and 15122).
5. Delivery of all equipment is required within three (3) weeks after a purchase order has been issued.
6. Payment terms shall be net 30 days from receipt of invoice.
7. All pricing on proposed items shall be held 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 vendor to pass on any applicable decrease to the College in the event a purchase order has been received by the vendor or is pending. The College reserves the right to routinely make inquiries of the successful vendor on price decreases at any stage throughout the "held" period.
8. Awarded Vendor will be required to honor prices as they appear on the pricing sheets, despite whatever arrangements the respondent may have with the manufacturer. For this reason, respondents are encouraged to very carefully check pricing and placement of prices on the pricing sheet when responding to this RFP.
9. Quantities indicated in the RFP are approximations. The College shall have the right to order more or less than the quantities indicated at the prices stipulated. Awarded vendor must hold all pricing firm, however, for at least one year after award in the event the College chooses to purchase additional units.

10. The College will have the right to award any options from the pricing sheets deemed to be in its best interest.
11. At the time of the RFP due date, respondent must be authorized by manufacturers to sell units specified herein.
12. Successful respondent must maintain internal and external sales representation to insure that all segments of the College are fully serviced with respect to sales, service, and technical support and guidance.
13. Successful respondent shall issue full credit and pay return shipping charges for any items shipped in error or received defective or damaged.
14. MANUFACTURER'S ON-SITE WARRANTY – Respondents shall include pricing for a 3-year parts and labor on-site next business day warranty where indicated.

Warranty service must be provided by ONE local manufacturer-authorized single point of contact for company. The warranty company used may NOT be a dispatcher for multiple service providers. Respondents shall provide exact details of warranty processing procedures.

Complete system and all components purchased through this RFP are to be covered by the warranty, including, but not limited to: system, monitor, keyboard, mouse, speakers.

15. Successful vendor will be required to submit written verification of manufacturer's on-site NBD parts and labor warranty (or written verification that any warranty option chosen by the college is backed by the manufacturer).
16. A performance bond in the amount of \$25,000.00 will be required of the awarded vendor and is to remain in effect for one year.
17. In lieu of a performance bond, the awarded vendor may submit either a certified or cashier's check or an Irrevocable Letter of Credit in the amount of \$25,000.00.

Irrevocable Letter of Credit shall be as follows:

A contractor or supplier to the Community College of Allegheny County may substitute an Irrevocable Letter of Credit in lieu of a Performance Bond. If this option is chosen by the contractor or supplier, the Irrevocable Letter of Credit must include the following terms.

- a. The terms of payment must be stated as follows:

"The drafts must be accompanied by your (CCAC) signed statement certifying that the contractor has not performed satisfactorily in accordance with the specifications and conditions of the contract. Unsatisfactory performance will be determined solely by the Community College of Allegheny County".

- b. The Irrevocable Letter of Credit must be payable and confirmed through a correspondent bank headquartered within the United States and which has total assets of at least \$5 billion.

18. The College's "Master Services Agreement" and purchase order(s) shall be the only document to be signed in acceptance of any evaluated bid offer.

19. No verbal agreement or understanding with any officer, agent, or employee of the College, either before or after the execution of the contract, shall alter, amend, modify, or rescind any of the terms or provisions contained in any of the contract documents. Any changes must be authorized in writing.
20. This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.
21. The awarded vendor shall be responsible for furnishing the College with insurance certificates naming the vendor and warranty providing company as insured. All insurance requirements as specified on "Form B" shall be shown on the certificate.
22. Two advance demo units of the makes and models proposed shall be provided to the College, within two business days, upon request. Units will be returned to the vendor after evaluation at the vendor's expense.
23. Respondents shall provide specification sheets for the makes/models being bid with their responses to demonstrate compliance with specifications contained herein.
24. CCAC personnel shall perform imaging.

#### **4.0 TENTATIVE SCHEDULE OF EVENTS**

RFP release .....	3-20-19
Close date for RFP questions .....	4-5-19
Proposal due 2:00 PM .....	4-10-19
RFP evaluation begins .....	4-10-19
Proposed systems received by. ....	4-10-19
Contract signed (estimated) .....	4-30-19

#### **5.0 INSTRUCTIONS TO VENDORS**

##### **5.1 RFP Questions and Clarifications**

Vendors shall aggregate their requests for clarification and submit them via e-mail to [mcvetic@ccac.edu](mailto:mcvetic@ccac.edu). Contact should be no later than **4:00 PM EDT April 5, 2019**. Such requests for clarification, and CCAC's response, will be supplied in writing to all parties that have received copies of the RFP, without identifying the source of the inquiry.

##### **5.2 RFP Response Format**

Vendors must address all information specified by this RFP. All questions must be answered completely. CCAC reserves the right to verify any information contained in the vendor's RFP response, and to request additional information after the RFP response has been received. Any supplemental information that you provide must be in writing and will become part of your proposal.

Marketing brochures included as part of the main body of the bid response shall not be considered. Such material must be submitted only as attachments and must not be used as a substitute for written responses. In case of any conflict between the content in the attachments and a vendor's answers in the body of the proposal, the latter will prevail.

##### **5.3 Cover Letter**

The proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposed entity.

#### **5.4 Vendor Profile and Demographics**

Provide a statement giving a brief history of your company, how it is organized, and how its available products and resources will be used to meet CCAC's requirements and help achieve the business objectives stated above. The vendor shall submit the following information:

- a. The company's official name and address. The vendor shall also indicate what type of entity it is (i.e. a corporation or a partnership).
- b. The name, address and telephone number of the person who receives correspondence and who is authorized to make decisions or represent the vendor. Please state his or her capacity within the company.
- c. The total number of years the vendor has been in business *and* offering computer technology equipment and services and, if applicable, the number of years under the present business name.
- d. The number of years that the vendor has been providing the specific solution that forms part of its current proposal.
- e. A description of the vendor's operations: facilities, business and objectives, and the number of employees.

#### **5.5 Financial Information**

Upon request (within 48 hours) the vendor shall provide a complete set of audited financial statements for the past three years. All financial statements should be prepared to generally accepted accounting principles. Each vendor should note that CCAC reserves the right to purchase credit reports and additional financial information as it deems necessary. The vendor shall also provide a copy of its corporate annual report.

#### **5.6 Proposal Submission**

Vendors' proposals should be mailed/delivered to the following address:

Mr. Michael Cvetic  
Assistant Director of Purchasing  
Community College of Allegheny County  
800 Allegheny Avenue  
Pittsburgh, PA 15233-1895

Please note that it is the vendor's responsibility to ensure that the proposal and all other required documents are received at the address named above by the closing date specified above. CCAC will be the sole judge of the qualifications of all prospective candidates, and reserves the right to reject any and all submittals without recourse.

CCAC is aware that information contained in the proposals indicates the vendor's current operations. Therefore, use of this information shall be confined to this request and will be treated as confidential.

Vendors shall bear all costs associated with preparing and submitting responses to this RFP and the subsequent evaluation phase. CCAC will, in no way, be responsible for these costs, regardless of the conduct or outcome of the prequalification process.

#### **5.7 Proposal Evaluation**

The evaluation process will comprise:

- a. A preliminary examination to determine substantial commercial and technical responsiveness and relevant experience.
- b. A detailed technical evaluation to determine conformity to the requirements.
- c. A possible vendor presentation

- d. After completing the evaluation phase of the process, CCAC will enter into contract/financial negotiations with identified vendors. The final selection will be based on the satisfactory outcome of these negotiations.

#### **5.8 Preliminary Examination**

CCAC will examine the proposals to determine whether they are complete, that the documents have been properly signed and that they are compliant with the general bid requirements.

#### **5.9 Detailed Technical Evaluation**

An evaluation of proposed products will generally include an assessment of the viability of those products in the proposed solution. These assessments will be based on an established installed base, market share and growth trends, for which vendors must provide supporting information.

Evaluation will also include the fit and integration with related CCAC infrastructure, system environments and business applications. Technical merits and features will be reviewed against the requirements identified in the vendor and technical requirements sections of this document.

#### **5.10 References**

The vendor should provide details of three to five customers for reference. References should be for customers with objectives and requirements similar to those of CCAC. References should include information about the contract (specific products in use, date of contract execution, "go live" and completion date and any services provided), as well as contact information for the client's project manager or other senior staff members familiar with the project. CCAC reserves the right to contact these references and discuss the client's level of satisfaction with the vendor and its products.

#### **5.11 Sample of Proposed Systems**

Vendor needs to ship sample of proposed systems to the CCAC Purchasing Department and must be received by April 10, 2019. Samples will be returned to vendor after testing. Vendors might be asked to demonstrate certain features. Exact-configuration sample models are required.

#### **5.12 Treatment of Information**

All information about CCAC provided during the RFP process shall remain under nondisclosure and cannot be released without the express permission of CCAC. The vendor may not make any public announcements or news releases pertaining to the vendor's intent to enter into an agreement without CCAC's prior written permission.

## **6.0 VENDOR REQUIREMENTS:**

### **6.1 Operational requirements:**

- a. The vendor must be flexible in modifying their project plan timeframe to meet the college's project demands. The project must be completed within the published timeframe.
- b. The vendor shall furnish acceptable evidence of the proposed systems in use by other schools/institutions. Vendor to provide 3 references.
- c. CCAC recognizes that this project involves significant technical capability for successful completion. Any information provided by CCAC with regard to this project is strictly confidential and shall not be disclosed to third parties.
- d. Any information provided by CCAC or any vendor prior to the release of this RFP, verbally or in writing, is considered preliminary and is not binding for CCAC or the vendor.
- e. No interpretation of the meaning of the specifications or other bidding documents, or correction of any apparent ambiguity, inconsistency, or error therein will be made orally to any vendor. Every request for such interpretation

or correction must be in writing, addressed to a CCAC agent. In case CCAC finds it expedient to supplement, modify, or interpret any portion of the bidding documents prior to the proposal due date, such procedure will be accomplished by the issuance of written addenda to the RFP which will be e-mailed, mailed, faxed, or delivered to all prospective vendors at the respective address furnished for such purpose.

- f. All addenda must be acknowledged in writing and included within the proposal documents submitted by the vendor.
- g. This RFP, any subsequent addenda, and any written responses to questions take precedence over any information previously provided.
- h. The solution integration and interoperation may necessitate some changes on the college's existing information technology systems. In such case, the proposed changes have to be reviewed and approved by the appropriate college staff.
- i. Clarification and Interpretation of RFP:  
The words "must", "will", "should", or "shall", in this RFP indicate mandatory requirements. Taking exception to any mandatory requirement may be grounds for rejection of the proposal.
- j. A proposal, which is in any way incomplete, irregular, or conditional, will not be accepted unless approved in advance by CCAC.
- k. The college expects sample units to be delivered in full by April 10, 2019. Purchase order will reflect exact purchase requirements.
- l. THE VENDOR MUST ENSURE INTEGRATED OPERABILITY BETWEEN THE NEWLY INSTALLED SOLUTION AND THE COLLEGE'S EXISTING INFORMATION RESOURCES FOR A 60-DAY PERIOD FOLLOWING THE NEW SOLUTION INSTALLATION BEFORE THE COLLEGE SHALL PROVIDE THE PROJECT SIGN-OFF. ONCE THE SIGN-OFF IS MADE, THE REMAINING 25% OF THE AWARD WILL BE REMITTED TO THE VENDOR, MINUS PENALTIES.
  - a. Note: Installation is not required
- m. The vendor must address the technical requirements delineated herein and professional services objectives identified in section 2.3 Solution Vision. After the award of the contract, the awarded vendor (contractor) is responsible for any necessary item not brought to the attention of CCAC before the award in order to complete the project.
- n. It is not the intent of this specification to describe all technical requirements essential to operation, installation, and management of the solution, nor to set forth those requirements adequately covered by applicable codes, industry standards, and accepted trade practices. It's the vendor's responsibility to implement and deliver a fully functioning, complete, optimized system that meets the criteria of all objectives, technical and functional requirements.

## **7.0 VENDOR COMPLIANCE MATRIX**

The accompanying Vendor Compliance Matrix must be completed by each respondent (**Attachment 1**).

## **8.0 REQUIRED SUBMITTALS**

The College requires that responses to this solicitation contain the following information:

- ☐ **SUBMITTAL FORM –1:** Vendor must complete, sign, and submit this page with their proposal response.
- ☐ **PRICING SUMMARY PAGES:** Submit the designated Pricing Pages (and attach detailed pricing breakdown).
- ☐ **VENDOR COMPLIANCE MATRIX – (see Attachment 1):** Vendor must complete, sign, and submit this form with their proposal response.
- ☐ **REQUIRED DOCUMENTATION:** Submit all documentation and support materials as described throughout this RFP.
- ☐ **REFERENCES –** submit at least three customer references for similar services.
- ☐ **MBE/WBE PARTICIPATION:** CCAC encourages the participation of minority and women-owned businesses in all of its contracts and is committed to providing maximum opportunities for qualified minority and/or women-owned business enterprises ("MBE/WBEs") to participate in its work. Bidder agrees (1) if qualified, to take reasonable and timely steps to obtain appropriate certification as an MBE and/or WBE, (2) to ensure that MBE and/or WBEs are appropriately considered as subcontractors and/or suppliers under this Agreement; and (3) to report moneys spent for MBE and/or WBE subcontractors and/or suppliers for work as CCAC may from time to time reasonably request. CCAC's goal for MBE/WBE participation is 15%. Please provide documentation as to your firm's good faith effort to reach this goal by describing all applicable details of MBE/WBE participation that may be included in the resulting agreement.

## **9.0 GENERAL SUBMITTAL REQUIREMENTS**

- ☐ All proposal responses, inclusive of the required submittals and all other documentation, must be submitted in hard copy and either mailed, delivered by private carrier, or hand-delivered (no fax or electronic responses).
- ☐ **PROPOSAL DEADLINE:** **Proposals are due by 2:00 p.m. on April 10, 2019.** (Proposals received late will not be considered by the College.)  
  
**One original and one digital copy** of such shall be appropriately identified and delivered to: Community College of Allegheny County, Purchasing Department - Attn: Michael Cvetic, 800 Allegheny Avenue, Pittsburgh, PA 15233. Digital copies should not be password protected.  
  
Proposals shall clearly indicate company name, full address, contact person, phone number, fax number and e-mail address.
- ☐ Proposals must contain the original signature of a duly authorized officer or agent of the company submitting the proposal.



- ❑ Any/all information/language that is proposed to be incorporated into any final agreement shall be submitted with the vendor's response.
- ❑ All costs incurred in preparing a response shall be at the vendor's expense.

❑ **VENDOR REPRESENTATION / WARRANTY**

Any responding vendor, by submitting a proposal, specifically represents and warrants that it has and shall possess, and that its employees, agents and subcontractors have and shall possess, the required education, knowledge, experience and character necessary to qualify them individually for the particular duties they perform. CCAC shall reserve the right to inspect and/or evaluate any potential awardee's facility, physical equipment, staff, and all matters that may bear upon the ability to successfully perform the scope of work. CCAC shall conduct interviews of vendors as needed to evaluate qualifications. Should CCAC reasonably find that any vendor does not have the capacity to perform the work, CCAC may reject the vendor's proposal.

❑ **CONTRACTOR INTEGRITY PROVISIONS**

**The awarded Contractor must agree and abide by the following integrity, confidentiality and non-disclosure provisions:**

- ❑ **COLLEGE'S INTERESTS:** Contractor agrees that it will not during the term of the resulting agreement engage in any activity which is contrary to and in conflict with the best interests, goals and purposes of the College.
- ❑ **CONFIDENTIALITY:** The Contractor shall not disclose to others any confidential information gained by virtue of the proposal process and the resulting contract.
- ❑ **COMPLIANCE WITH APPLICABLE LAW:** The Contractor shall maintain the highest standards of integrity in the performance of the contract and shall take no action in violation of state or federal laws, regulations, or any other requirements that govern contracting with the College.
- ❑ **PREVIOUS PERFORMANCE CONSIDERATIONS:** Contracts will not be awarded by the College to any corporation, firm or individual that has failed in any former contract with the College to perform or complete work or, in the College's sole judgment, to satisfactorily deliver or provide the quality of materials, fulfill any guarantee(s) or complete work in accordance with the schedule for such prior contract.

## **10.0 GENERAL TERMS AND CONDITIONS OF THE AWARDED CONTRACT**

Execution of a written contract, with terms and conditions in such form attached hereto under **Appendix A (Master Service Agreement)**, will be required by any company selected to perform the work that is the subject of this RFP. The final, executed contract will incorporate this RFP document, any addenda to the RFP issued by the College, and those portions of the selected vendor's proposal designated as accepted by College.

The Master Service Agreement (MSA) and any documents referred to or incorporated therein and/or attached thereto shall be complementary, and what is called for by any one shall be as binding as if called for by all. If, with respect to any subject, the terms and conditions set forth in such documents and attachments are consistent with the terms and conditions of the MSA, then their provisions and requirements shall be deemed cumulative and Seller shall comply with each provision and requirement. However, to the extent that any provision in such documents is, or may be, inconsistent with a provision therein, on the same subject or a part of a subject, then the Contractor shall comply with the provision which is most favorable to College, as determined by College.

Any terms and conditions of a responding vendor that are in conflict with the College's terms and conditions, inclusive of any specific contractual requirements, must be identified within the vendor's response. CCAC, at its sole discretion, may negotiate the inclusion, exclusion, or alteration of any language, terms, pricing or conditions prior to the issuance of a signed contract or, if applicable, throughout the term of the contract.

## **11.0 INSURANCE AND INDEMNIFICATION REQUIREMENTS**

The awarded Contractor agrees to comply with the College's insurance and indemnification requirements as stated in **Form B** attached and incorporated herein. An insurance certificate that meets all requirements must be submitted by the Contractor prior to any work being performed.

## **12.0 EVALUATION AND AWARD OF PROPOSALS**

While each proposal shall be considered objectively, CCAC reserves the right to accept or reject any proposal and to waive any formalities, informalities or technicalities in the RFP process at its own discretion.

CCAC will not be bound by oral explanations or instructions given by any CCAC employee or agent at any time during the competitive proposal process or after award. Only modifications to specifications issued in writing by way of an addendum shall be valid.

## **13.0 FORM B**

### **COMMUNITY COLLEGE OF ALLEGHENY COUNTY INSURANCE AND INDEMNIFICATION REQUIREMENTS FORM B**

**Indemnification.** To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Community College of Allegheny County (CCAC), its agents, officers, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) to the extent directly arising from the acts, errors, mistakes, omissions, work or service of Contractor, its agents, employees, or any tier of its subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements of this Contract will in no way be construed as limiting the scope of indemnification in this Paragraph.

**Insurance.** Contractor shall maintain during the term of this Contract insurance policies described below issued by companies licensed in Pennsylvania with a current A.M. Best rating of A- or better. At the signing of this Contract, and prior to the commencement of any work, Contractor shall furnish the CCAC Procurement Department with a Certificate of Insurance evidencing the required coverages, conditions, and limits required by this Contract at the following address: Community College of Allegheny County, Procurement Department, 800 Allegheny Avenue, Pittsburgh, PA 15233.

The insurance policies, except Workers' Compensation and Professional Liability (as applicable), shall be endorsed to name Community College of Allegheny County, its agents, officers, employees, and volunteers as Additional Insureds with the following language or its equivalent:

*Community College of Allegheny County, its agents, officers, employees, and volunteers are hereby named as additional insureds as their interest may appear.*

All such Certificates shall provide a 30-day notice of cancellation. Renewal Certificates must be provided for any policies that expire during the term of this Contract. Certificate must specify whether coverage is written on an Occurrence or a Claims Made Policy form.

Insurance coverage required under this Contract is:

- 1) Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to the liability assumed under the indemnification provisions of this Contract.
- 2) Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to Contractor's owned, hired, and non-owned vehicles.
- 3) Workers' Compensation insurance with limits statutorily required by any Federal or State law and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.**

**14.0 SUBMITTAL FORM****SUBMITTAL FORM - page 1 of 3**

All responses must be typewritten or printed. If an explanation is requested or additional space is required, please include additional pages as required and sign each additional page. The signatory represents and warrants the accuracy of all information and responses provided on this form. Failure to submit a fully completed Submittal Form may cause the proposal to be deemed non-responsive and disqualified from further review. If a change occurs which would necessitate a modification of any response, the proposer should submit an updated form to the CCAC Procurement Department within thirty (30) calendar days.

**GENERAL INFORMATION**

1. **Legal Name of Organization:** \_\_\_\_\_
2. **Principal Office/Business Address:**  
 Street Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City/State: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_
3. **Business Phone Number:** \_\_\_\_\_
4. **Fax Number:** \_\_\_\_\_
5. **Website Address:** \_\_\_\_\_
6. **Location of Branch Offices:** \_\_\_\_\_
7. **Years in Business:** \_\_\_\_\_
8. **Number of Employees:** \_\_\_\_\_
9. **Federal Employer Tax ID No.:** \_\_\_\_\_

**ORGANIZATION STRUCTURE****1. Type of Business Entity (check one):**

- ☐ Corporation    ☐ Partnership    ☐ Other (please attach document describing ownership structure)

**SUBMITTAL FORM – page 2 of 3**

**2. Corporation Information (if applicable):**

Date of Incorporation: \_\_\_\_\_  
State of Incorporation: \_\_\_\_\_  
President: \_\_\_\_\_  
Vice-President(s): \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Treasurer: \_\_\_\_\_

**3. Partnership Information (if applicable):**

Date of Organization: \_\_\_\_\_  
Type (limited; general): \_\_\_\_\_  
Name/Addresses of Partners: \_\_\_\_\_  
\_\_\_\_\_

**4. Are you a certified M/W/DBE?      ☐ YES      ☐ NO**

**If “YES”, list certification number and classification:**

\_\_\_\_\_  
\_\_\_\_\_

**5. Indicate whether you anticipate subcontracting any portion of these services, and the names and addresses of any proposed subcontractors:**

\_\_\_\_\_  
\_\_\_\_\_

**6. List any and all other legal and DBA names under which your firm has operated during the past ten (10) years, including dates when used and the reasons for the subsequent change in name(s):**

\_\_\_\_\_  
\_\_\_\_\_

**7. State whether any firm owner, partner or officer has operated a similar business in the past ten (10) years. Include the names and addresses of each such business:**

\_\_\_\_\_  
\_\_\_\_\_

**SUBMITTAL FORM – page 3 of 3**

**CONTACT INFORMATION FOR RFP RESPONSE**

Please provide the requested information for the individual(s) responsible for preparing your organization's response to this RFP and/or to whom requests for additional information or clarification should be directed:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**ACKNOWLEDGMENT AND SIGNATURE**

The undersigned, having carefully examined all sections and attachments to this Request for Proposal (RFP), does hereby offer to furnish all labor, materials, equipment, supplies, insurance and any bonds specified, and all services necessary to fulfill the requirements set forth in the RFP. The undersigned further represents and warrants by its signature below that it has fully reviewed and understands all elements of the RFP, that all information submitted by it or included with its proposal, including all responses on this Submittal Form, is truthful and accurate, and that it agrees to be bound by all terms and conditions set forth in the RFP, any resulting addenda, and its attachments.

**STATEMENT OF NON-COLLUSION**

The undersigned also certifies that this proposal is made without previous understanding, agreement or connection with any person, firm, or corporation making a proposal on this same service and is in all respects, fair and without collusion or fraud.

**Company Name:** \_\_\_\_\_

**Signature of Representative:** \_\_\_\_\_

**Printed Name of Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **15.0 PERFORMANCE BOND REQUIREMENTS**

### **Performance Bond Required of Awarded Vendor – \$25,000.00**

#### **Must use the college's form on the next page.**

In lieu of a performance bond, the awarded vendor may submit either a certified or cashier's check or an Irrevocable Letter of Credit in the amount of \$25,000.00.

#### **Irrevocable Letter of Credit shall be as follows:**

A contractor or supplier to the Community College of Allegheny County may substitute an Irrevocable Letter of Credit in lieu of a Performance Bond. If this option is chosen by the contractor or supplier, the Irrevocable Letter of Credit must include the following terms.

- a. The terms of payment must be stated as follows:

“The drafts must be accompanied by your (CCAC) signed statement certifying that the contractor has not performed satisfactorily in accordance with the specifications and conditions of the contract. Unsatisfactory performance will be determined solely by the Community College of Allegheny County”.

- b. The Irrevocable Letter of Credit must be payable and confirmed through a correspondent bank headquartered within the United States and which has total assets of at least \$5 billion.

Any performance bond, certified/cashier's check, or Irrevocable Letter of Credit submitted by the awarded vendor shall remain in effect (certified/cashier's check held by CCAC) for a period of ninety days beyond the final date of acceptance and signoff by CCAC.

## **16.0 PERFORMANCE BOND**

COMMUNITY COLLEGE OF ALLEGHENY COUNTY

800 Allegheny Avenue, Pittsburgh, Pennsylvania 15233

BOND NUMBER \_\_\_\_\_

### **PERFORMANCE BOND**

Know all men by these Presents that we \_\_\_\_\_  
(hereinafter called "Principal") as Principal, and \_\_\_\_\_

authorized to do business in the Commonwealth of Pennsylvania (hereinafter called "Surety") as Surety, are held  
and firmly bound unto the Community College of Allegheny County, through its Board of  
Trustees, \_\_\_\_\_ in the sum of \_\_\_\_\_

to be paid to the said College aforesaid, its certain attorney, or assigns. To which payment will and truly be made, said  
principal and said surety to bind themselves, their respective successors or assigns jointly and severally, firmly by these  
presents.

WITNESS our hands and seals, the \_\_\_\_\_ day of \_\_\_\_\_ the year of our Lord 2009.

WHEREAS the above bounded \_\_\_\_\_  
has filed with the Community College of Allegheny County proposals for the \_\_\_\_\_  
\_\_\_\_\_. The Condition of the above Obligation is such that if the  
said \_\_\_\_\_ shall perform \_\_\_\_\_

In accordance with the agreement between \_\_\_\_\_

and the Community College of Allegheny County of even date herewith and the specifications and proposals attached  
to and made part of the agreement, shall indemnify and save harmless the said Community College of Allegheny  
County from all liens, charges, demands, losses and damages of every kind and nature, whatsoever. Then this  
obligations to be void, otherwise to be and remain in full force and virtue.

Attest:

CONTRACTOR

(SEAL)

SECRETARY

PRESIDENT

---

Signed, Sealed, and Delivered in presence of:

(SEAL)

SURETY COMPANY

WITNESS

ADDRESS  
TITLE



## **17.0 APPENDIX A**

### **MASTER SERVICES AGREEMENT (Awardee Only)**

THIS MASTER SERVICES AGREEMENT ("Agreement") is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2019, (the "Effective Date") by and between **Community College of Allegheny County**, with a business office located at 800 Allegheny Avenue, Pittsburgh, PA 15233 (hereinafter referred to as the "College"), and the company or business listed on the signature page hereto (hereinafter referred to as "Contractor").

#### **RECITALS**

WHEREAS, the College has issued a Request for Quotation, Bid Solicitation, Request for Proposal, and/or a Purchase Order (hereinafter individually and collectively referred to as the "Order"), pursuant to which College seeks to procure certain work and services, as more fully described on the Order; and

WHEREAS, Contractor has submitted a proposal to the College to provide the services described in the Order, a copy of which is attached hereto as Exhibit A (hereinafter the "Proposal") and incorporated by reference;

WHEREAS, the College desires to engage Contractor to provide the services, pursuant to and in accordance with the terms and conditions that this Agreement set forth herein.

NOW, THEREFORE, in consideration of the premises and covenants that this Agreement contains, the receipt and adequacy of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. **Term.** The term of this Agreement shall commence as of the Effective Date above stated and shall, unless otherwise specified in the Order or the Proposal, terminate upon satisfactory completion of the services described therein.
2. **Services.** Contractor shall fully and faithfully perform the work and services described in the Order and the Proposal and any specifications, scope of work or other documentation attached thereto. Contractor warrants that all work and services performed by or on behalf of it under this Agreement will conform to all terms and specifications set forth in the Order and in the Proposal.
3. **Price/Fees:** The College shall pay Contractor for the services and work performed by Contractor in accordance with the fees and/or prices set forth in the Proposal.
4. **Terms and Conditions:** This Agreement, and the services to be performed by Contractor hereunder, will be subject to and governed by College's Standard Terms and Conditions for the Purchase of Goods and Services ("Master Terms"), which are incorporated herein by reference. The Master Terms can be viewed and downloaded at [https://www.ccac.edu/Terms\\_and\\_Conditions.aspx](https://www.ccac.edu/Terms_and_Conditions.aspx). By signing below, Contractor acknowledges its receipt and acceptance of the Master Terms.
5. **Insurance Requirements:** In addition to the Master Terms, Contractor shall comply with the insurance and indemnification requirements set forth on Exhibit B, which are incorporated herein by reference. Prior to commencing performance of the Services, Contractor shall furnish to the College properly executed certificates of insurance which evidence all insurance required by Exhibit B.

6. Assignment. Contractor may not assign or subcontract this Agreement or its performance thereof, in whole or in part, without the College's prior written consent.

7. Entire Agreement; Modification. This Agreement, together with the Exhibits and other documents referenced and incorporated herein, sets forth the entire agreement of the parties on the subject matter hereof and supersedes all previous or concurrent agreements between them, whether oral or written. Any proposal, quotation, acknowledgment, confirmation or other writing submitted by Contractor to the College shall not be deemed to amend or modify this Agreement, and will be of no legal effect except to the extent that it serves to identify the work and services to be performed by the Contractor. This Agreement, and the terms set forth in the Master Terms, will control over any conflicting terms or provisions contained in any proposal, invoice or other documentation submitted by Contractor to College. The terms of this Agreement may not be modified or changed except by a writing that both parties sign. This Agreement shall inure to the benefit of the College and Contractor and the College's successors and assigns.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

**CONTRACTOR:**

By: \_\_\_\_\_

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

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

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

**COMMUNITY COLLEGE OF  
ALLEGHENY COUNTY:**

By: \_\_\_\_\_

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

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

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

**18.0 ATTACHMENT 1 – Vendor Compliance Matrix**

Vendor must indicate at what level its proposed solution will meet the College's requirements as delineated in the referenced sections of the RFP:

**3.1 Hardware Requirements**

	Requirement	Fully meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
<b>3.1</b>	<b>Hardware Requirements</b>							
<b>3.1.1</b>	<b>Desktop Micro Form Factor Requirements (Dell, HP, or Lenovo only)</b>							
	The minimum requirements solution should not include a monitor. Monitors should be included as additional configurations. The solution must also meet the following minimum requirements:							
	Micro Form Factor							
	a. Operating System –Least expensive Windows based pre-installed operating system							
	b. Processor – 8th Generation Intel® Core™ i7 Processor, quad core, base 2.4 GHz							
	c. Memory - 8 GB (2 - 4 GB chips) Non-ECC dual channel 2666MHz RAM, up to 32 GB							
	d. 2 DIMM Sockets minimum							
	e. <b>Integrated</b> Video Graphics Display Adapter supporting a 4K display Rate and with Minimum 1GB dedicated Video Memory							
	f. Hard Drive – Minimum 256GB Solid State Drive							

	Requirement	Fully meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
	g. NIC: Integrated Intel 1GB (Backward Compatible)							
	h. TPM 2.0 Enabled							
	i. Mouse – USB Optical Scroll Mouse							
	j. Keyboard – USB Standard Keyboard							
	k. Warranty – 3 Years Basic – Parts, Labor; 3 Years Pro Support Onsite Next Business Day (9 x 5)							
	l. 1 HDMI Port with 2' cable; minimum 5 USB 3.0 Ports (1 must be in front); minimum 1 USB C port audio in/out							
	m. Microsoft certifications required: MUST be able to run Windows 10 Education certified or listed in the compatibility list, 64-bit 100% all features and service packs.							
	n. Must be listed in Microsoft Windows 10 Education, 64-bit hardware compatibility list							
	o. Intel Active Management Technology – 100% Support & Compliance							
	p. Intelligent Platform Management Interface (IPMI) version 2.0.							
	q. System OEM must be aligned with Intel's SIPP (Stable Image Platform Program)							
	r. BIOS Feature Standards: PXE and Remote Boot Options; Removable Media Boot Control – all 100% Support & Compliance: Wake-On-LAN support.							

## Request for Proposal 3115 for Procurement of Desktop Computers, Laptops and Monitors

	Requirement	Fully meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
	s. Client Management Features: SMART, Memory Change and Thermal Alerts – 100% Support & Compliance							
	t. 100% Sound Blaster Compatible Sound Card – RealTech HD Audio -Standards Must Meet Audio AC 1997 Certification to Ensure Standards in Driver Features, Interoperability and Compatibility							
	u. Energy conscious design options featuring a 90% efficient power supply unit. Energy star compliant with ENERGY Star 5.0 standards for energy efficiency.							

	Requirement	Fully meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
	<b>Desktop Micro Form Factor Requirements (Dell, HP, or Lenovo only)</b>							
	<b>Additional Optional Configurations</b>							
	a. Same configuration as above, processor to include vpro capability							
	b. Memory - 16 GB (2 - 8 GB chips) Non-ECC dual channel 1600MHz RAM, up to 32 GB							
	c. Warranty - Additional 4th year basic – Parts, Labor, Onsite Next Business Day							
	d. Provide self-maintainer manufacturer's warranty fix options							

	Requirement	Fully meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
	e. Hard Drive: 512GB Solid State Drive (Micro Form Factor)							
	f. Built-in Bluetooth wireless technology							

	Requirement	Fully Meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
	<b>Desktop Small Form Factor Requirements (Dell, HP, or Lenovo only)</b>							
	<b>Additional Optional Configurations</b>							
	a. <b>Non Integrated</b> Video Graphics Display Adapter supporting a 4K display							
	b. Memory - 16 GB (2 - 8 GB chips) Non-ECC dual channel 1600MHz RAM, up to 32 GB							
	c. Warranty - Additional 4th year basic – Parts, Labor, Onsite Next Business Day							
	d. Provide self-maintainer manufacturer's warranty fix options							
	e. Optical Device: Blu-Ray							
	f. Optical Device: Keyboard with 2 USB ports							
	g. Hard Drive: 512GB Solid State Drive							
	h. Built-in Bluetooth wireless technology							

	Note: If any of the above requirements cannot be met, CCAC might consider alternative configurations (conforming to other requirements). Please provide detailed explanation if suggesting alternative configurations. If any alternative configuration directly affects another requirement, this should be clearly communicated with the bid response.							
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	Requirement	Fully meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
3.1.2	<b>Laptop Requirements (Dell, HP, or Lenovo only)</b>							
	<b>Performance Laptop Requirements:</b> The solution must be from Dell, HP, or Lenovo and meet the following minimum requirements:							
	a. Weight: 4 lbs. maximum							
	b. Operating System –Least expensive pre-installed operating system, if required							
	c. Processor – 8th Generation Intel® Core™ i7 Processor, quad core, minimum 2.9 GHz. Processor must support Miracast or Wi-Di Technology.							
	d. Hard Drive: Minimum 256GB Solid State Drive							
	e. Memory - 8 GB (2 - 4 GB chips) Non-ECC dual channel 2400MHz RAM, up to 32GB i (If memory requirement cannot be met, this must be clearly noted)							

	Requirement	Fully meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
	f. Input Devices: i 101/102 compatible Keyboard with touchpad							
	g. NIC: Integrated Intel 1GB (Backward Compatible)							
	h. Wireless: i Bluetooth integrated technology ii 802.11 ac iii Wi-Fi certified with Cisco compatible extensions iv Supports Miracast and/or WiDi Technology							
	i. Video: ATI or nVidia with 1GB RAM, 100% DirectX support. (If requirement cannot be met, this must be clearly noted with alternative solution)							
	j. Display: 13-inch LCD with Anti-glare							
	k. Built-in HD Webcam that supports Microsoft Skype for Business and Zoom							
	l. PC ports & Card Slots: 1 external monitor; 1 Thunderbolt 3; 3 Integrated USB 3.0 ports; 1 HDMI port; integrated headphone and microphone jack; 1 RJ-45							
	m. Audio: 2 Integrated stereo speakers							
	n. TPM 2.0 Enabled							
	o. Power: Preferred Lithium-Ion Primary battery. Must provide 6~7 hours of battery life.							



	Requirement	Fully meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
	p. Power: External adapter, 6 ft. power cord							
	q. Microsoft certifications required: MUST be able to run Windows 10 Education certified or listed in the compatibility list, 64-bit 100% all features and service packs.							
	r. Must be listed in Microsoft Windows 10 Education, 64-bit hardware compatibility list							
	<b>s. Maintenance on Laptop to be included</b>							
	t. 3-3-3 maintenance on parts and labor, Pro Support next business day on-site service <b>to include off-site accidental damage protection services</b>							

	Requirement	Fully meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
	<b>Performance Laptop: Additional Optional Configurations</b>							
	a. Processor – Same as above but vpro enabled							
	b. Processor – Low power option – 8th Generation Intel® Core™ i7 Processor, quad core, minimum 2.1GHz							
	c. Touch Enabled							

	Requirement	Fully meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
	d. Memory: 16 GB (2 - 8 GB chips) Non-ECC dual channel 1600MHz RAM							
	e. Extra power cord							
	f. Hard Drive: 512 GB Solid State Drive							
	g. Additional Lithium-Ion Primary battery							
	h. 4 Year NBD On-site Service							
	i. Docking Station (connects Thunderbolt) which supports two additional external displays, Ethernet, HDMI and 2 USB 3.0							
	Note: If any of the above requirements cannot be met, CCAC might consider alternative configurations (conforming to other requirements). Please provide detailed explanation if suggesting alternative configurations. If any alternative configuration directly affects another requirement, this should be clearly communicated with the bid response.							

	Requirement	Fully Meet	Meet with Configuration	Meet with Customizations	Meet with 3 <sup>rd</sup> Party	Cannot Meet	Other	Comments
<b>3.1.3</b>	<b>Monitor Requirements (Any Vendor)</b>							
	a. 22" or larger flat screen monitor with Skype for Business and Zoom compatible webcam. Minimum 1000:1 contrast, supporting minimum 1920X1080 resolution, 8ms minimum response, minimum 2 USB 3.0 ports, HDMI port.							

	b. 22" or larger flat screen monitor. Minimum 1000:1 contrast, supporting minimum 1920X1080 resolution, 8ms minimum response, minimum 2 USB 3.0 ports, HDMI port.							
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