

**REQUEST FOR PROPOSAL
FOR
PROMETHEAN BOARDS
AT
MAYA ANGELOU PUBLIC CHARTER SCHOOL**

PROPOSALS MUST BE UPLOADED TO:

<https://app.smartsheet.com/b/form/c022018bd65448abad44b2ed9a1e06c1>

NO LATER THAN 12 NOON OCTOBER 15, 2021

**MAYA ANGELOU PUBLIC CHARTER SCHOOL
REQUEST FOR PROPOSALS
Promethean Boards**

1. Overview of Facility

- a) Maya Angelou Public Charter School (MAPCS) is located at 5600 East Capitol Street NE, Washington DC 20019. Our mission is to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can succeed academically and socially.

2. Intent and Definitions

- a) The term “MAPCS” means Maya Angelou Public Charter School.
- b) The term “contractor”, “consultant” or “bidder” means the responsible bidder.
- c) The term “successful contractor” or “successful bidder” refers to the bidder awarded the contract.

3. Goals of this RFP

- a) MAPCS is seeking proposals to purchase between 10-20 Promethean Boards to complement our curriculum for our High School and Young Adult Learning Campus.

4. Contractor Requirements

- a) Provide equipment that meets or exceeds the specifications outlined in this RFP;
- b) Provide clear terms of warranty;
- c) Not be on the exclusion list at SAM.gov.

5. Product Specifications

- a) Minimum requirements must meet the following specifications:
 - i. ActivPanel Titanium 70” with wifi module and cable pack
 - ii. ActivPanel Titanium 75” with wifi module and cable pack
 - iii. Mobile Stands
 - iv. Stand Off Rail Sets
 - v. Minimum 5-year warranty
- b) Proposals may be for equivalent or better specifications as well as for other brands. However, deviations must be clearly explained and include make/model number and specifications, including items in i-xiv above.

6. Service Specifications

- a) Installation
- b) Freight
- c) Staff Training

7. Evaluation Criteria

- a. The following criteria will be used to evaluate each proposal:
 - i. Cost
 - ii. Function
 - iii. Compliance with the product specifications
 - iv. Experience
 - v. Quality
 - vi. References

- vii. Company's mission/ involvement with DC community/CBE
- b. MAPCS will evaluate each proposal. Cost will not be the sole factor when awarding the contract. MAPCS reserves the right to reject any or all proposals.
- c. MAPCS reserves the right to negotiate further with the successful bidder. The content of the RFP and the successful contractor's proposal will become integral parts of the contract but may be modified by the provisions of the contract.
- d. As MAPCS is committed to serving the DC community, consideration will be given to businesses based in Washington DC that employ district residents.

8. Contractor Expectations

- a. All inquiries regarding technical specifications and questions can be emailed to Enje Brown at ebrown@seeforever.org.
- b. Allowances will not be after contractor's proposal is received due to oversight, omission, error, or mistake of the contractor.

9. Eligibility

- a. To be eligible for award, the contractor shall:
 - i. Legally able to conduct business in the District of Columbia.
 - ii. Be eligible to receive funds from federal grants (not be on the exclusion list at SAM.gov);
 - iii. Include three references.

10. Bid Details/Required Submittals

- a. The bid must include:
 - i. Detailed proposal to realize the goals in this RFP
 - ii. Clear explanation of any deviations in 5. Product Specifications;
 - iii. Detailed bid that breaks pricing per Promethean Board;
 - iv. If there are bulk ordering discounts at certain threshold(s), the threshold(s) and pricing difference must be clearly specified;
 - v. Estimated timeline for product delivery;
 - vi. Terms of the warranty;
 - vii. Whether your company is a small business, based in DC, or a Certified Business Enterprise;
 - viii. Three references.
- b. Proposal must be signed by an officer of the contractor who is a legally authorized agent to enter into a contract.
- c. MAPCS reserves the right to consider proposals with minor variances with respect any specific requirements specified herein but judged to meet the intent of this specification. Such waivers shall not modify any remaining RFP requirements or release contractor from full compliance with the RFP specifications if awarded the contract.

11. Bid Proposal Acceptance and Information

- a. All bid proposals will be accepted until **12:00 PM on October 15, 2021**.

Interested vendors will respond to the advertised Notice of RFP via upload to <https://app.smartsheet.com/b/form/c022018bd65448abad44b2ed9a1e06c1>

- b. Complete RFP details can be found at www.seeforever.org/requestforproposals.

- c. Any proposal received after **12:01 PM on October 15, 2021** is deemed non-responsive and will not be considered. Proposals will not be accepted by oral communications, telephone, electronic mail, telegraphic transmission, or fax.
- d. All costs attributable to the preparation of a proposal or any presentation required to supplement or clarify the proposal are borne by the contractor.
- e. MAPCS will rank the proposals in terms of meeting the requirements of this RFP. Additional information may be sought from contractor during the evaluation period.
- f. All proposals will remain valid for a minimal period of 45 days subsequent to the RFP closing date.

12. Award

- a. The successful contractor shall enter into a contract for the performance of the work proposed and the contract shall incorporate all applicable provisions of this RFP.
- b. MAPCS reserves the right, in its sole discretion, to award the contract to another contractor if contract negotiations do not appear successful.

13. Payment Arrangements

- a. Unless the contract stipulates otherwise, payment will be made as follows:
 - iv. Time and materials work orders will be invoiced by Contractor. MAPCS will make payment within thirty (30) days of receiving the invoice.
 - v. If MAPCS makes the payment within fourteen (14) days from receipt of the invoice, a three percent (3%) credit of the invoiced amount will be credited to the next invoice. There is no credit or penalty if this payment is not received in this window.

14. Bid

- a. In accordance with the provisions of the proposal, the undersigned hereby proposes to furnish all labor and materials for tutoring services. In addition, the undersigned hereby proposes to provide tutoring services at Maya Angelou Public Charter School located at 5600 East Capitol Street NE, Washington DC 20019.

SIGNED: _____

TITLE: FULL NAME: (Please Print) _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

PHONE NUMBER: _____

- b. Please attach your detailed bid. It must include proof of licensing, liability insurance, workman compensation for contractor's employees, warranties, etc.