



Cartersville School System

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J. HOWARD HINESLEY, Ed.D.
SUPERINTENDENT

KENNETH CLOUSE, Ed.S.
ASSISTANT SUPERINTENDENT

Dear Gentlemen:

The Cartersville School System invites you to submit a proposal for the purchase of **NovoPro**.

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

Dr. J. Howard Hinesley, Superintendent

Cartersville School System

RFP # 9 4 0 0 - 2 2 2 - 2 0 3 ENCLOSED

**P.O. Box 3310, 15 Nelson Street
Cartersville, GA 30120**

The proposal is due no later than 2:00 p.m., Wednesday, March 22, 2017.

The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Sincerely,

J. Howard Hinesley, Ed. D.

Superintendent

Enclosures



Request for Proposal NovoPro for the Cartersville School System

February 22, 2017

Prepared by:

Cartersville City Schools Technology Department

310 Old Mill Road

PO Box 3310

Cartersville, GA 30120

PROPOSAL FORM

Cartersville School System
P.O. Box 3310
15 Nelson Street
Cartersville, Georgia 30120

Gentlemen:

We have carefully examined and fully understand the Instructions to Bidders and other requirements indicated in the specifications as prepared by you.

We propose to enter into a contract to furnish **NovoPro** as specified at the price quoted. RFP #9400-222-203.

Total price of all requested items:

Approximate date of delivery:

Name of Company

Signature of Company Representative Authorized to Submit this Proposal

Printed Name of Representative

Business Address/ Street, City, State, Zip Code

Phone Number

Fax Number

Email

Office use only

OVERVIEW OF PROJECT

The Cartersville City School System is seeking qualified bids to provide the following:

- **Purchase of 103 NovoPro**

LIST OF EQUIPMENT

NovoPro – Model NP2000US

- Device must connect directly to the interactive flat Recordex Simplicity Touch panel via HDMI & USB
- Device must allow the following:
 - Single click display and hand-over of presentation rights
 - Presenter screen preview
 - Secured meeting login
 - Up to 4 devices jointly displayed in a split-screen format
 - Annotation and mark up utilizing a tablet or the PC
- Device must allow for web surfing whilst presenting wirelessly
- Device must support full mirroring of iOS, Android, Chromebook, PC, and Mac devices
- Device must have remote management software to allow control over multiple devices with a single PC
- Device must support the following:
 - iOS tablet devices
 - Android tablet devices
 - Windows PC
 - MAC PC
 - Chromebook
- Device must be able to connect to two separate networks simultaneously (Wi-Fi and Ethernet)
- Device must have QR code connection capability
- 5 year warranty included

TIMELINE

Issue RFP/Publish on Website	February 22, 2017
Proposals Due	March 22, 2017 2:00 pm
Tentative Date Vendor Selection	April 10, 2017

EVALUATION PROCESS

The evaluators will consider how well the vendor's proposed solution meets the needs of the Cartersville City School System as described in the vendor's response to items listed in the technical requirement section of this RFP. It is important that the responses be clear, concise and complete so

that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the Cartersville City School System select the right vendor with the best combination of professional attributes, experience, product attributes, and price. The Cartersville City School System reserves the right to require that a subset of finalists make a presentation for consideration.

This RFP provides general and technical information to be used to guide you in crafting your proposal. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your proposal.

At the completion of the RFP process, the Cartersville City School System will determine the viability of moving forward and complete negotiations with the chosen vendor to provide equipment and services, representing, but not limited to, solutions that best meet the need of the Cartersville City School System's criteria in cost, product design and management capability, and vendor prior experience and references.

VENDOR COMMUNICATION

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the School System's delegate listed below. Any oral communications will be considered unofficial and non-binding to the Cartersville City School System. Questions should be submitted in e-mail form to the School System's delegate. Vendors should rely only on written, faxed, or e-mailed statements issued by the School System's delegate.

Kristy Hovers
Technology Coordinator
Cartersville School System
PO Box 3310
310 Old Mill Road
Cartersville, GA 30120
Office: 770-387-5571
Fax: 770-607-7501
Email: khovers@cartersville.k12.ga.us

RIGHT OF SELECTION/REJECTION – WAIVER OF IRREGULARITIES

The Cartersville City School System reserves the right to reject any or all proposals, to waive any minor irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Cartersville City School System. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

RFP REVISIONS

The Cartersville City School System reserves the right to change the schedule or issue amendments to the RFP at any time. The Cartersville City School System also reserves the right to cancel or reissue the RFP at any time

PROPOSAL AMENDMENT

The Cartersville City School System shall not accept any amendments, revision, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the Cartersville City School System.

COMMITMENTS

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Cartersville City School System's option, be made part of the final purchase contract. All representations in the vendor's proposal may be considered commitments to supply the system as described. Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

CONTRACT AWARD AND EXECUTION

The Cartersville City School System reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the Cartersville City School System. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the Cartersville City School System and the vendor, will become part of the contract documents. Additionally, the Cartersville City School System will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. If selected vendor fails to sign and return the contract within the required stated timeframe, the Cartersville City School System may elect to cancel the award and award the contract to the next best vendor. No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

COMPENSATION

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

PAYMENT TERMS AND CONDITIONS

The proposal must contain a fee schedule that includes payment terms and conditions, and line items for equipment, software, support/maintenance subscriptions, and warranties. Payment terms will be Net 30 days after installation and invoice.

ALTERNATIVE SPECIFICATIONS

Specifications must be attached if proposal is based on specifications different than specified by the school system. The Board of Education will determine if the item proposed is equal or comparable.

RFP ATTACHMENTS AND SUBMISSION

- Proposals must be submitted with the proposal form enclosed.
- Bidders may attach other appropriate information to best evaluate the proposal.
- Bidder must submit a copy of Certificate of Insurance with bid including workers compensation. Vendor's full compliance with all applicable federal and state security and immigration laws, including without limitation the Georgia Security and Immigration Compliance act as amended, O.C.G.A. 13-10-90, O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1, et. seg. is a condition to the quote and contract. Vendor is required to affirm compliance by completing

and returning the Georgia Security and Immigration Compliance Documents with Vendor's quote.

Please submit (2) hard copies of the proposal, sealed and in its entirety, to the Cartersville City School System delegate at the address below no later than 2:00 PM, March 22, 2017.

Dr. J. Howard Hinesley, Superintendent
Cartersville School System
PO Box 3310
15 Nelson Street
Cartersville, GA 30120