



July 7, 2017

**RE: Request for Quotes (RFQ) to Purchase Surplus Technology Equipment**

Dear Sir or Madam,

Hamilton Southeastern School Corporation (HSE, the District) desires to sell surplus technology equipment to interested vendors.

I cordially invite you to respond to HSE's attached request for quotes (RFQ) to purchase surplus technology equipment from the District. Please feel free to contact me with questions.

Sincerely,

A handwritten signature in blue ink that reads "Tom Kouns".

Tom Kouns  
Director of Infrastructure Technologies  
Hamilton Southeastern School Corporation



## 1.0 PURPOSE AND BACKGROUND

### 1.1 Purpose of this Request for Proposals (RFQ)

Hamilton Southeastern Schools recently retired 1,460 iPad 2s and 60 iPad 3s previously used in grades K-8. The purpose of this Request for Quotes (RFQ) is to solicit sealed bids and sell the surplus equipment through a fair and competitive process.

The District intends to acquire the best possible sale price for these devices and invites appropriately qualified and experienced vendors to submit a quote for purchasing all devices as described herein.

This document does not commit the District to sell the surplus equipment or to pay any costs incurred in the preparation of a response to this RFQ. Hamilton Southeastern School Corporation reserves the right to request clarification, conduct discussions with vendors and/or request additional information.

HSE seeks vendor proposals to purchase surplus student 1:1 computing devices.

### 1.2 General Background

Hamilton Southeastern Schools is a large public school district serving over 21,000 students. The district consists of 12 Elementary Schools, 4 Intermediate Schools, 4 Junior High Schools and 2 High Schools. The district consists of Delaware, Fall Creek and Wayne Townships in Hamilton County, Indiana.

Hamilton Southeastern, as an innovative school community, provides an educational opportunity for each student to achieve maximum potential, to become a responsible citizen and to influence an ever-changing world community. Additional information about the district can be found at [www.hse.k12.in.us](http://www.hse.k12.in.us).

### 1.3 Request Timeline and Important Dates

The timeline for this RFQ is as follows:

Issue Date	7/27/17
<b>Proposal Response Deadline</b>	<b>8/16/17 BY 10:00 AM EST</b>

Vendors may submit questions concerning this Request for Quotes to Tom Kouns, Director of Infrastructure Technology, via email at [tkouns@hse.k12.in.us](mailto:tkouns@hse.k12.in.us). **HSE will not post any addenda for this solicitation.**



## 2.0 EQUIPMENT DESCRIPTION

Hamilton Southeastern School Corporation seeks to sell surplus student 1:1 computing devices. This section describes the equipment for sale.

### 2.1 Equipment

HSE's surplus student 1:1 computing equipment includes both second and third generation iPads, as described below.

- 1460 - 2<sup>nd</sup> generation iPads (iPad 2), 16 GB, wireless only, purchased in 2013
- 60 - 3<sup>rd</sup> generation iPads (iPad 3), 16 GB, wireless only, purchased in 2014
- ~200 damaged devices are available as well. HSE will not make any efforts to repair the devices and can be sold 'as is.' However, HSE would require a certificate for each damaged device verifying all personal information (iTunes / iCloud accounts, email accounts, etc.) is removed once the device is purchased and repaired.

HSE technology department staff has removed mobile management/DEP, iCloud and/or passcode locks and restored all devices to original factory settings. However, most no longer have the AC adapter or 30-pin/USB charging cable. The District required students to keep the devices in cases during the entire device life cycle and all remain functional. HSE has no further use for these cases and will include them in the sale if requested.



### 3.0 EVALUATION CRITERIA AND VENDOR SELECTION

#### 3.1 Evaluation Criteria and Process

HSE will select a vendor and accept a quote which offers the best possible value. The most important criterion is price, but the District will also consider any value-added services that will streamline the sale process (e.g., white glove pickup, prepaid packaging/shipping, and inventory audit).

#### 3.2 Competitive Negotiation

Hamilton Southeastern School Corporation reserves the right to request clarification, conduct discussions with vendors, to request revisions, modify the desired scope, negotiate price changes and/or waive minor informalities. The District also retains the right to negotiate the final contract terms and conditions with one or more of the most responsive vendors as solely determined by the District. All vendors who participate in the bidding process will have the opportunity to increase their offer once all submitted bids have been revealed, however, they must be onsite to do so. Finally, HSE may discard all vendor responses if none meet the stated minimum requirements or if none are deemed in the best interests of the District.



## 4.0 QUOTE CONTENT

### 4.1 General Directions

This RFQ contains all the information and forms necessary to complete and submit a formal quote. All responses and accompanying documentation submitted will become the property of Hamilton Southeastern School Corporation at the time responses are opened.

### 4.2 Required Response Content

Vendors must submit one original and one electronic copy of the quote by the due date indicated in Section 1.3 of this RFP. To assist in the evaluation process, HSE requests all quotes include the information listed below. Quotes lacking one or more of the following items may be considered non-responsive and may be rejected.

- **Price** – Vendors may submit a single price for all the surplus equipment, a unit price (per device/ model) and/or a graduated price schedule based on each device condition (Grade A, B, etc.). Quotes with graduated pricing should include clear and detailed descriptions of the device condition grades as well as an explanation of all possible price deductions (e.g., missing AC adapter, missing 30-pin/USB cable). HSE will accommodate requests to inspect the devices in advance of the proposal deadline, however, the proposed conditions and price must be determined when the bid is submitted. HSE will require a 10% down payment at the time the winning bid is awarded. The remaining balance will be collected at the time the devices are picked up.
- **Primary Contact Information** – Quote should include vendor key staff contact name, email address, and phone number.
- **Quote Expiration Date and/or Acceptance Deadline**
- **Shipping and Delivery Information** – Vendors' quotes should also include a thorough description of the packing, shipping and delivery process.