



Office of Information Technology
Computer Monitor Request for Quotation

OITRFQ041511-1

April 15, 2011

Existing State Term Schedule Required

1. Executive Summary

As the Multi-Agency CIO Advisory Council (MAC) Enterprise Technical Architecture Subcommittee (ETA SC) Work Groups evolved toward making their recommendations, several procurement and IT planning-related themes arose. The ETA SC examined the themes and felt they warranted a recommendation to the State CIO for implementation. Unanimous across all of the work groups were recommendations to establish a consolidated purchasing cycle and a streamlined procurement process for standards-based IT components.

DAS will issue RFQs to the vendors that are recommended by the Endpoint Computing Workgroup. Additionally the RFQs will be issued for configurations that are currently ordered in high volumes as tracked through the Release and Permit system. DAS will use forecasts from the superintended agencies to present the anticipated purchasing volumes to the vendors to consider during the quoting process. The vendors will respond with their pricing and a list of Ohio-based vendor-authorized resellers including Ohio certified Minority Business Enterprise (MBE) and Encouraging Diversity Growth and Equity (EDGE) organizations that will be eligible to sell from the awarded contract. Ohio-based refers to organizations that are headquartered in Ohio.

2. Introduction

This Request for Quotation (RFQ) is issued by the Department of Administrative Services (DAS) through its Office of Information Technology (OIT) on behalf of the state of Ohio (State). The purpose of this RFQ is to solicit quotations from manufacturers of computer monitors (Vendors) that hold a State Term Schedule (STS). This RFQ seeks quotes for computer monitors, and optional asset tagging services.

To implement recommendations made by the Endpoint Computing Work Group of the Enterprise Technical Architecture subcommittee, the State has completed an equipment survey process to gather forecast information from State agencies for computer monitor (Monitors) purchases planned for the remainder of fiscal year (FY11), which is through June 30, 2011.

The State of Ohio is interested in acquiring an aggregate, large quantity of Monitors, in the fourth quarter of its Fiscal Year 2011. The acquisition will include the three standard monitors as described in Attachment Two, Specifications for this RFQ. The State may acquire asset tagging services, listed in Attachment Two. The Monitor specifications in Attachment Two are based on approved standards issued by the State and the volumes in the Cost Summary are based on agency aggregate forecast information shown in Section 2.1. Regarding Cost Summary volumes Vendors should note: THE STATE DOES NOT GUARANTEE ANY MINIMUM PURCHASE VOLUME.

It is State's intention to establish a second STS for each Vendor selected. The second STS will be specifically for the purchase of standards-based Monitors. The Monitor STS will consist of the terms and conditions of the Vendor's existing STS by reference, the additional terms and conditions described in the RFQ and the Cost Summary from the Vendor's Quotation, as well as the deletion of inapplicable terms and conditions from the Vendor's existing STS, as agreed by the State and the Vendor.

State agencies, boards and commissions, and political subdivisions will be permitted to purchase Monitors and asset tagging services from the resellers identified on the Vendor's Monitor STS. Use of the Monitor STS established from this RFQ will be the required method for superintended State agencies, boards, and commissions to acquire Monitors, unless an exception is granted.

Once one or more Monitor STS is/are established, the term of the Monitor STS will be from the STS effective date through June 30, 2012. The Monitor STS is subject to and contingent upon, the

satisfactory performance of the Vendor and its authorized Ohio-based resellers, and availability of funds. Maximum duration of any Monitor STS established via this RFQ will be until June 30, 2012.

There are additional or different terms in this RFQ than the standard terms in the STS, such as the requirement to report sales using the form in Attachment Three. Such terms are in addition to or modify the standard STS terms in the Vendor's current STS and will be part of the new STS with any Vendor that submits an acceptable Quote. Some of these additional terms include an established period during which the quoted prices are firm and not subject to increase, a requirement for one or more Ohio certified minority business enterprises (MBEs) as dealers under the new STS, the establishment of a process by which quarterly or semiannual RFQs may go out in an attempt to achieve better pricing during the term of the new STS, special delivery requirements, and additional warranty provisions. This RFQ, including those additional terms will have precedence over anything in the Vendor's existing STS and will be incorporated by reference in the new STS.

2.1. State Monitor Forecasts

State forecasts for Q4 of FY11 (ending June 30th, 2011) are as follows.

<u>Monitor Size</u>	<u>Quantity</u>
Standard 20" Monitor	1,448
Standard 22" Monitor	1,234
Standard 24" Monitor	296

3. Instructions and Dates

3.1. Inquiries

Interested organizations may make inquiries regarding this RFQ anytime during the inquiry period listed in the Schedule of Events. To make an inquiry, interested organizations must use the following process:

- Access the State Procurement Website at <http://procure.ohio.gov/>;
- From the Navigation Bar on the left, select "Find It Fast";
- Select "Doc/Bid/Schedule #" as the Type;
- Enter the RFQ number found on the first page of this RFQ;
- Click the "Find It Fast" button;
- On the document information page, click the "Submit Inquiry" button;
- On the document inquiry page, complete the required "Personal Information" section by providing:
 - First and last name of the representative who is responsible for the inquiry,
 - Name of the prospective interested organization.
 - Representative's business phone number, and
 - Representative's email address;
- Type the inquiry in the space provided including:
 - A reference to the relevant part of this RFQ,
 - The heading for the provision under question, and
 - The page number of the RFQ where the provision can be found; and
- Click the "Submit" button.

Interested organizations may make inquiries regarding this RFQ any time before 8:00 am on April 22, 2011. Questions submitted after this time will not receive a response from the State.

3.2. Schedule of Events

Event	Date
1. RFQ Distribution to Vendors	April 15, 2011
2. Inquiries from Vendors due	8:00 am EST - April 22, 2011
3. RFQ Response Due Date	1:00 pm EST - April 29, 2011
6. Anticipated Selection of Vendor(s)	May 6, 2011

4. Quotation Submittal

A qualified Vendor wishing to respond to the RFQ must submit one complete, sealed and signed copy of its Quotation that is clearly marked "OITRFQ041511-1 Computer Monitor Request for Quote" on the outside of its envelope along with the Vendor's name. In addition, the Vendor must supply one PDF version on a disk in the same package. If there is a discrepancy between the hard copy and the electronic copy of the Quotation, the hard copy will control, and the State will base its evaluation of the Vendor's Quotation on the hard copy.

Quotations MUST be submitted to the State's Procurement Representative.

Mr. Edward Razler - OIT
30 East Broad Street, 39th Floor
Columbus, OH 43215

Each Quotation must be organized in the same format as described below. Any material deviation from the format outlined below may result in a rejection of the Quotation. Each Quotation must contain an identifiable tab sheet preceding each section of the Quotation. Quotations must be valid for a minimum of 45 calendar days.

- Cover Letter – The Vendor must provide a standard business letter that includes the following:
 - Executive Summary;
 - Identification of each of its authorized Ohio-based resellers including Ohio-certified MBE and EDGE organizations;
 - Existing State Term Schedule Number;
 - A statement that the Vendor is not now and will not become subject to an "unresolved" finding for recovery under Revised Code Section 9.24, before the award arising out of this RFQ without notifying OBM and DAS of such finding;
 - URL address (if public and available); and
 - Signature by an individual authorized to legally bind the Vendor.
- Vendor Information Form - The Vendor must submit a signed and completed Vendor Information Form (OBM-5657) for itself and for each authorized Ohio-based reseller identified in the response. The form is available at <http://obm.ohio.gov/forms/OAKS.asp>.
- Technical Documentation – The Vendor must complete the form in Attachment Two and provide sufficient Technical Documentation to demonstrate how the specification is being met.
- Cost Summary – The Vendor must submit a complete Cost Summary.
- DMA - Under Ohio's anti-terrorism legislation, effective April 14, 2006, the selected Vendor must complete a Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization

to certify that the Vendor has not provided material assistance to any terrorist organization listed on the Terrorist Exclusion List. The form and the Terrorist Exclusion List are available on the Ohio Homeland Security Website. The form must be submitted with the Vendor's Quote. If a Vendor answers yes or fails to answer any question on the form, the State may not award the Contract to that Vendor. The Vendor may request the Department of Public Safety to review such a denial of an award. More information concerning this law is available at:
<http://www.homelandsecurity.ohio.gov>.

4.1. Proprietary Information

All Quotations and other material submitted will become the property of the State and may be returned only at the State's option. Proprietary information should not be included in a Quotation or supporting materials. All Quotations will be open to the public.

The State may reject any Quotation if the Vendor takes exception to the requirements/specifications of this RFQ or submits an incomplete or materially defective Quotation, at its sole discretion.

5. Evaluation of RFQ Responses.

Vendor Quotations will be evaluated by the State with the goal of selecting at least one qualified Vendor offering for the purchase of standards-based Monitors.

5.1 Initial Review

The State will review all Quotations for their format and completeness.

5.2. Clarifications and Corrections

During the evaluation process, the State may request clarifications and allow corrections only if the state believes it is in the State's best interest.

5.3. Waiver of Defects

The State has the right to waive any defects in any Quotation or in the submission process followed by a Vendor. But the State will only do so if it believes, in its sole discretion that is in the State's best interest.

5.4. Rejection of Quotations

The State may reject any Quotation that is not in the required format, does not address all the requirements/specifications of this RFQ, or that the State believes is excessive in price or otherwise not in the State's best interest to accept.

5.5. Vendor Selection Process

It is the State's intention to establish a second STS for each vendor selected. The second STS will be specifically for the purchase of standards-based Monitors. The State may make its Vendor selection on a line item by line item basis, if it so chooses, or on the Vendor's offer as a whole.

6.0. Scope of Services

6.1. Delivery

The following provisions apply:

- a) The authorized reseller must agree to ship all products F.O.B. destination and provide free inside delivery to the specified floor / worksite of the requesting entity's site to the area(s) of their choosing. The authorized reseller must deliver all Monitors within thirty (30) days after receipt of a purchase order or at another mutually agreeable time.
- b) The requesting entity may delay any delivery to a mutually agreeable time.

- c) The authorized reseller must agree to coordinate delivery with the requesting entity. The authorized reseller warrants that it can accommodate time staggered deliveries with specific delivery dates, times and quantities.

6.2. Warranty

6.2.1. Required Warranty Coverage.

The State requires that all equipment be quoted with a four (4) years advanced exchange warranty as the standard warranty. The warranty must include four (4) years of parts / labor / shipping coverage. The Vendor's warranty must guarantee the use of original replacement parts or OEM equivalent parts for all repairs. Vendor must guarantee the availability of parts for the life of the warranty.

During the warranty period the Vendor must provide technical support to the purchasing entity specified on the purchase order. Although the Vendor is not responsible under this Contract to fix a problem unrelated to the specific components contained in this RFQ, the Vendor must assist the purchasing entity in identifying a problem with the entire configuration which would prevent it from working.

6.3 Optional Asset Tagging Services

The Vendor may be required to provide asset tagging services for the Monitors described in this RFQ.

Asset Tagging will consist of placing the purchasing entity's approved tag(s) on the equipment. These tag(s) may be supplied by the purchasing entity or the Vendor. In addition, the Vendor must accumulate data regarding tag numbers on a spreadsheet that will be delivered to the requesting entity in both hard copy and MS Excel format.

Tag numbers will be listed with the associated equipment model number and serial number. The Monitor must be tagged and the associated information posted to the spreadsheet.

6.4. Reporting

The Vendor is required to report all activity related to the Monitor STS on a monthly basis to the State's IT Standards Manager at:

State.ITStandards.Manager@oit.ohio.gov

Activity from the current month is due no later than the 15th day of the following month.

The format for this report is presented as a Microsoft Excel document at Attachment THREE and should contain the following data elements.

Date Purchase Made
Reseller Name
Purchase Order Number
Agency / Organization Making Purchase
State or COOP (Local Governments and Educational Institutions)
Delivery Address
Vendor Part Number of the Monitor
Description of Standard Configuration (Including Model Number)
Quantity Purchased
Unit Price
Installed Options, Quantity Installed and Unit Price

ATTACHMENT I
 COST SUMMARY

Vendors responding to the RFQ must submit a complete Cost Summary. The cost must include F.O.B. destination, free inside delivery to designated locations. Costs must also include all packing, transportation and insurance charges.

Vendors must complete the following table for the Monitors and Optional Asset Tagging Services. Quoted prices must be firm and not subject to increase during the term of the Monitor STS. MFG PN denotes a manufacturer's part number.

DESCRIPTION	MFG PN	LIST PRICE	PERCENT DISCOUNT	UNIT PRICE
Standard 20" Monitor (QTY 1,448)		\$	%	\$
Standard 22" Monitor (QTY 1,234)		\$	%	\$
Standard 24" Monitor (QTY 296)		\$	%	\$
Standard Monitor, Asset Tagging (20", 22" and 24")		\$	%	\$

ATTACHMENT TWO
SPECIFICATIONS

REQUIREMENTS

The State has developed Business-Class Monitor Specifications based on recently published State standards for Monitors. Vendors must offer products that **CONFORM** to the specifications included in this section.

The State will review and update the specifications on a periodic basis and the Vendor must continue to conform to changes to the specifications required by the State and all State standards.

The State requires Vendors to propose a single Monitor model for each Business-Class Monitor Standard Specification. Models proposed must be enterprise level qualities that represent a stable and consistent platform. Home, consumer or small business grade equipment is not acceptable.

IN THE THIRD COLUMN AFTER EACH REQUIREMENT THE VENDOR MUST INCLUDE A TECHNICAL REFERENCE IDENTIFYING THE DOCUMENT, SECTION, AND PAGE NUMBER(S) OF SUPPORTING DOCUMENTATION THAT CONFIRMS THAT THE VENDOR'S PROPOSED EQUIPMENT MEETS THE SPECIFICATION. INCOMPLETE TABLES MAY BE DEEMED NON-RESPONSIVE AND MAY RESULT IN THE OFFER BEING REJECTED.

VENDORS MUST COMPLETE ALL TABLES IN THE FOLLOWING SECTIONS.

ATTACHMENT TWO

Standard 20" Monitor Specifications

The State has forecasted a total potential volume of 1,448 units.

Monitor Manufacturer and Model Number:		
Attribute	Specification	Reference Data
Size	20" Class (includes 19.5" to 20.5")	document/section/pg
Class	Business / Professional	document/section/pg#
Backlight Technology	LED	document/section/pg#
Resolution	1600 X 900 or larger	document/section/pg#
Response Time	5ms or faster	document/section/pg#
Typical Contrast Ratio	1000:1	document/section/pg#
Color Support	16.7 Million Colors	document/section/pg#
Aspect Ratio	16:9	document/section/pg#
Warranty	4 Years	document/section/pg#
Horizontal Adjustment	Tilt and Swivel	document/section/pg#
Vertical Adjustment	Height Adjustable	document/section/pg#
Viewing Angle	160 degrees or better	document/section/pg#
Interfaces	1 x VGA, 1 x DVI-D	document/section/pg#

ATTACHMENT TWO

Standard 22" Monitor Specifications

The State has forecasted a total potential volume of 1,234 units.

Monitor Manufacturer and Model:		
Attribute	Specification	Reference Data
Size	22" Class (includes 21.5" to 22.5")	document/section/pg
Class	Business / Professional	document/section/pg#
Backlight Technology	LED	document/section/pg#
Resolution	1920 X 1080 or larger	document/section/pg#
Response Time	5ms or faster	document/section/pg#
Typical Contrast Ratio	1000:1	document/section/pg#
Color Support	16.7 Million Colors	document/section/pg#
Aspect Ratio	16:9	document/section/pg#
Warranty	4 Years	document/section/pg#
Horizontal Adjustment	Tilt and Swivel	document/section/pg#
Vertical Adjustment	Height Adjustable	document/section/pg#
Viewing Angle	160 degrees or better	document/section/pg#
Interfaces	1 x VGA, 1 x DVI-D	document/section/pg#

ATTACHMENT TWO

Standard 24" Monitor Specifications

The State has forecasted a total potential volume of 296 units.

Monitor Manufacturer and Model:		

Attribute	Specification	Reference Data
Size	24" Class (includes 23.5" to 24.5")	_____ document/section/pg#
Class	Business / Professional	_____ document/section/pg#
Backlight Technology	LED	_____ document/section/pg#
Resolution	1920 X 1080 or larger	_____ document/section/pg#
Response Time	5ms or faster	_____ document/section/pg#
Typical Contrast Ratio	1000:1	_____ document/section/pg#
Color Support	16.7 Million Colors	_____ document/section/pg#
Aspect Ratio	16:9	_____ document/section/pg#
Warranty	4 Years	_____ document/section/pg#
Horizontal Adjustment	Tilt and Swivel	_____ document/section/pg#
Vertical Adjustment	Height Adjustable	_____ document/section/pg#
Viewing Angle	160 degrees or better	_____ document/section/pg#
Interfaces	1 x VGA, 1 x DVI-D	_____ document/section/pg#

ATTACHMENT THREE

Reporting Form and Format

	A	B	C	D	E	F	G	H	I	J
	Purchase Date	Reseller	Purchase Order Number	Purchaser	State or COOP	Address	Address 2	City	Zip	Part Number
1										
2										

	K	L	M	N	
	Standard Configuration	Quantity	Unit Price	Asset Tagging Service	
				Quantity	Unit Price
1					
2					

Notes:

- The form is designed to be one table and has been “wrapped” in this illustration. Note the column numbering, A through N.
- Column A: Date Purchase Made
- Column B: Reseller Name
- Column C: Purchase Order Number
- Column D: Agency / Organization Making Purchase
- Column E: State or COOP (Local Governments and Educational Institutions)
- Column F-I: Delivery Address
- Column J: Vendor Part Number of the Standard Monitor
- Column K: Description of Standard Configuration (Including Model Number)
- Column L: Quantity Purchased
- Column M: Unit Price
- Column N: Asset Tagging Service, Quantity Purchased and Unit Price