

# REQUEST FOR INFORMATION

RFI Number: RFI210001

DATE ISSUED: 07/23/20 (Reissued 01/14/21)

The State of Ohio, through the Ohio Department of Administrative Services, is requesting information for:

## OHIO K-12 SCHOOL COMPUTER PRODUCTS AND SERVICES PURCHASING DIRECTORY

YOU ARE INVITED TO SUBMIT INFORMATION FOR THE PRODUCTS AND SERVICES DESCRIBED IN THIS DOCUMENT. REQUEST FOR INFORMATION RESPONSES SHOULD BE SENT ELECTRONICALLY BY 4:00 P.M., 02/19/21 (Updated from original date of 08/07/20) TO: [das.itprocurement@das.ohio.gov](mailto:das.itprocurement@das.ohio.gov).

THIS RFI HAS BEEN REOPENED AS OF 01/14/21 TO ALLOW VENDORS TO:

- Update their pricing. (Please indicate on resubmitted price list that pricing is UPDATED).
- Update their item lists. (Please indicate on resubmitted price list that item is NEW).
- Allow new vendors to submit an item list and pricing who may have missed it on the initial offering.

**Background:** As K-12 Ohio School Districts are finalizing their remote learning plans for the upcoming school year, one need that has arisen is a centralized, organized, transparent listing of products and services available for purchase by the School Districts. To assist in this undertaking, the State of Ohio has offered to create an informational webpage that provides School Districts and their partner Information Technology Centers with this information.

**Purpose:** The purpose of this Request for Information (RFI) is to create a public, transparent price list that can be used by school districts and Information Technology Centers across Ohio to purchase equipment and services for remote learning. The RFI is asking respondents to provide their best available **K-12 Educational Pricing** for equipment and services including, but not limited to, laptops, Chromebooks, hotspots, MiFis, in-home internet, mobile internet such as placing hotspots on buses, and additional products to enhance the connectivity options of students and teachers. Respondents will have their price lists, brochures and/or sales contact information made available through the DAS procurement website, and linked by additional State agencies, for consideration by school districts and Information Technology Centers for each of the categories. Respondents are encouraged to submit information as quickly as possible, as we may begin to post information prior to the due date.

**PLEASE NOTE:** participation does **NOT** create a new Contract with the State of Ohio, the State is merely providing this information to the Ohio School Districts who may require additional requirements, terms, and conditions based on the procurement rules and regulations of the individual School Districts.

### Calendar of Events:

RFI released	01/14/21 (Updated from original date of 07/23/20)
Inquiry period begins	01/14/21 (Updated from original date of 07/23/20)

Inquiry period ends at 8:00 a.m. EST 02/12/21 (Updated from original date of 08/05/20)

Response due date by 4:00 p.m. EST 02/19/21 (Updated from original date of 08/07/20)

**Minimum Requirements:**

The respondent must provide pricing for K-12 educational organizations. This solicitation is not intended to create any new State contracts, and there is not a requirement for respondents to have an existing State contract. The intent is to obtain K-12 educational pricing.

Respondents must be either an internet service provider, cellular service provider, manufacturer or an authorized reseller of all products offered to the School Districts. For authorized resellers, a letter verifying authorized reseller status from each manufacturer must be included in the informational packet for all products and services offered by the respondent. A respondent that does not meet this Minimum Requirement will be considered non-responsive and not included in the informational webpage.

**Content of RFI Response:**

- Cover letter including brief history of the company as well as a history of business with the State and School Districts if applicable;
- For resellers: an Authorized Reseller letter for all manufacturer’s products offered;
- Product Sheet for all products offered, including the information requested in “Required Specifications by Device Category” below;
- Respondent Contact information (name, email, phone, website) for use by the School Districts for ordering and inquiries;
- Completed Product Summary Spreadsheet (located separately on the Procurement website with the documents associated with the RFI):

Information to include on the Product Summary Spreadsheet for each product and/or service offered to the School Districts, if applicable, is identified below:

**Hotspots, Cellular Enabled Devices, & In-Home Internet**

For hotspots, cellular-enabled devices, and in-home internet the price must include any device cost, including one-time installation or activation costs, and for increments of service that are either month-to-month or a full year of service. If other increments are available, list those separately;

For hotspots and cellular enabled devices, separately provide a statewide coverage map to allow school districts to know the coverage area. The map should specify where there is 3g and 4g LTE coverage. Respondents can also include information as to any short-term expansion that may come online during the upcoming school year;

The fields included on the Hotspots, Cellular-Enabled Devices & In-Home Internet spreadsheet tab are listed below:

- Carrier Name;
- Connectivity Type (hotspot/MiFi/in-home broadband service/other – with description);
- Term;
- One-time Charge;
- Monthly Charge;
- Additional Charges;
- CIPA Compliant “Yes” or “No” Indication;
- Single Billed Entity Allowed “Yes” or “No” Indication;
- Suspend Service Option (i.e. during summer months) “Yes” or “No” Indication;
- State Contract Number (If applicable);
- Current Availability

The estimated time between when an order is placed and when it will be filled at the time of the submission. The respondent can use increments of days, weeks, etc. or firm dates of availability; Current availability at the time of RFI response. The State understands that availability fluctuates and will change, the availability provided with the submission is for reference only.

- Company Name;
- Contact Name;
- Contact Phone Number; and
- Company Website Link.

### **Public Wi-Fi Solutions**

For public wi-fi solutions, such as wi-fi installations in buses that can be parked within a School District or other solutions to make internet publicly available, the response should also include the following:

- Carrier Name;
- Hardware Description;
- Term;
- One-time Charge;
- Monthly Charge;
- Additional Charges;
- CIPA Compliant “Yes” or “No” Indication;
- Suspend Service Option (i.e. during summer months) “Yes” or “No” Indication;
- State Contract Number (If applicable);
- Current Availability

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- Company Name;
- Contact Name;
- Contact Phone Number; and
- Company Website Link.

### **Chromebooks**

The fields included on the Chromebooks spreadsheet tab are listed below:

- Manufacturer Name;
- Manufacturer Model Number;
- Part Number;
- Operating System;
- Processor Type/Speed;
- RAM - please list installed and maximum, if different;
- Storage Type and Capacity;
- Screen Size;
- Screen Type;
- Screen Max Resolution;
- Integrated Web Cam and Microphone “Yes” or “No” indication;
- Included Warranty Coverage Timeframe and Description;
- Indication of “Lease” or “Purchase” Pricing;
- Educational Price (Best available for K-12 educational organizations);
- State Contract Number (If applicable);
- Current Availability

The estimated time between when an order is placed and when it will be filled at the time of the submission. The respondent can use increments of days, weeks, etc. or firm dates of availability; Current availability at the time of RFI response. The State understands that availability fluctuates and will change, the availability provided with the submission is for reference only.

- Company Name;
- Contact Name;
- Contact Phone Number; and
- Company Website Link.

### **Laptops**

The fields included on the Laptops spreadsheet tab are listed below:

- Manufacturer Name;
- Manufacturer Model Number;
- Part Number;
- Operating System;

- Processor Type/Speed;
- RAM - please list installed and maximum, if different;
- Storage Type and Capacity;
- Screen Size;
- Screen Type;
- Screen Max Resolution;
- Integrated Web Cam and Microphone “Yes” or “No” indication;
- Included Warranty Coverage Timeframe and Description;
- Indication of “Lease” or “Purchase” Pricing;
- Educational Price (Best available for K-12 educational organizations);
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- Company Name;
- Contact Name;
- Contact Phone Number; and
- Company Website Link.

**Additional Items Requested By School District**

Respondents must include sufficient information in the Item Description field for School Districts to fully understand the product offering and K-12 Educational Pricing available:

- Assistive devices/equipment to accommodate students with special needs;
- USB audio/visual conferencing camera;
- 55”-65” TVs (touch and non-touch screen);
- Mini PC with SSD HD;
- Rolling Mobile TV Cart; and
- Android Tablets (for control of rolling TV Cart).

The fields included in the Additional Items Requested By School District tab are:

- Manufacturer Name;
- Manufacturer Part Number;
- Item Description;

Include enough information about the product to allow the School District to make an informed purchasing decision. For example, if including an assistive devices/equipment to accommodate students with special needs, include a description of the item and a description of the practical application. For a

USB audio/visual conferencing camera, include size, if the camera is freestanding or mountable, and maximum resolution. For the 55"-65" TV, include weight and dimensions, number and types of input, and if the offering is a smart TV. For the Mini PC, include pertinent specifications such as processor type and speed, type and number of ports, and memory. For the Rolling Mobile TV Cart, include weight and dimensions, number of shelves, maximum capacity, if the wheels lock, and type of material. For the Android Tablets, include screen size, weight and dimensions, if a charging cable is included (and what type) and included Operating System (with version).

- Price;
  - State Contract Number (if applicable);
  - Current Availability;
  - Company Name;
  - Contact Name;
  - Contact Phone;
  - Contact Email; and
  - Company Website
- Product/Service Brochures and/or additional Price Lists, if applicable. Respondents can include additional information or a narrative as to how they will implement the service for the school district.

### **Submitting an Inquiry**

Prospective respondents may make inquiries regarding this RFI solicitation anytime during the inquiry period listed in the calendar of events. To make an inquiry, prospective respondents must use the following process:

1. Access the State's procurement website at <http://procure.ohio.gov/>
2. From the navigation bar on the right, select **Bid Opportunities Search**
3. Enter the RFI number found on the first page of this RFI solicitation in the Document/Bid Number box
4. Click on the **Search** button
5. On the document information page, click the **Submit Inquiry** button
6. On the document information page, complete the required Personal Information section by providing:
  - a. First and last name of the offeror's representative responsible for the inquiry
  - b. Name of the offeror
  - c. Representative's business phone number
  - d. Representative's email address
7. Type the inquiry in the space provided, including:
  - a. A reference to the relevant part of this SOW solicitation
  - b. The heading for the provision under question
  - c. The page number of the SOW solicitation where the provision can be found

8. Click the **Submit** button

### **Inquiry Response and Viewing**

A prospective respondent submitting an inquiry will receive an acknowledgement that the State has received the inquiry as well as an email acknowledging receipt. The prospective respondent will not receive a personalized response to the question nor notification when the State has answered the question.

Prospective respondents may view inquiries and responses on the State's procurement website by using the same instructions described above and by clicking the [View Q&A](#) button on the document information page.