



RHODE ISLAND SOCIETY
OF TECHNOLOGY EDUCATORS

RFP: Chromebook solution - 2014

Request for proposals to provide volume price agreement and fulfillment of:
Chromebooks and related products

A joint Cooperative Procurement by the members of the Rhode Island Society of Technology Educators and the Northern Rhode Island Collaborative.

Proposal Submission Deadline:

August 1, 2014
4:00 PM

NOTE: Proposals received after the deadline stated above will not be considered

Proposals for this solicitation must be sealed and hand delivered or mailed to:

Northern Rhode Island Collaborative
640 George Washington Highway, Suite 200
Lincoln, RI 02865

Each Vendor is responsible for reading carefully and understanding fully the terms and conditions of this RFP. Only written communications relative to the procurement shall be considered.

Send all questions regarding this solicitation to the address below:

<http://goo.gl/C1MN4G>

The last day for submitting questions is Friday, July 18, 2014 at 4:00 P.M.

The sole point of contact at the Rhode Island Society for Technology Educators, Rhode Island (RISTE) for purposes of this Request for Proposal (RFP) is:

John Bilotta, RISTE Executive Director
bilottj@ri-iste.org

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RFP Schedule and Information

Request for proposals to provide volume price agreement and fulfillment of:
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	<p>Announcement URL http://www.ri-iste.org</p>
	<p>Point of contact: John Bilotta, RISTE Executive Director bilottaj@ri-iste.org</p>
07/14/2014	<p>Request for Proposal is released Request for proposals to provide volume price agreement and fulfillment of: Chromebooks and related products.</p>
07/14/2014 – 07/18/2014	<p>Questions Period All questions from Manufacturers or their Authorized Dealer(s) must be submitted to RISTE using the web form found at the URL listed below by this date. Send all questions regarding this solicitation to the URL below: http://goo.gl/C1MN4G</p>
07/18/2014	<p>Posted Answers All questions and official responses will be posted on RISTE’s website at the RFP Announcement URL</p>
08/01/2014	<p>RFP Submission Deadline All sealed proposals are due by 4:00pm to: Northern Rhode Island Collaborative 640 George Washington Highway, Suite 200 Lincoln, RI 02865</p> <p>Proposals, amendments to proposals, or requests for withdrawals of proposals arriving after the closing time and date shall not be considered. There shall be no public opening of the proposals. The names of Vendors will not be released until after the award has been made.</p> <p>Proposals received after the deadline stated above will not be considered</p>
08/04/2014 – 08/08/2014	<p>Proposal Evaluation Period</p>
08/11/2014	<p>Notification of award</p> <p>All Proposers will be notified of the status of their proposal.</p>
TBD	<p>Post-Award Conference</p> <p>RISTE and contract awardee will meet to finalize logistics.</p>

Procurement Authority

The Rhode Island Society of Technology Educators (RISTE) is an incorporated not-for-profit membership organization dedicated to maximizing the value of educational technology to its members by working with software and hardware vendors to procure the most effective and appropriate technological resources at the lowest possible price.

Educational institutions throughout Rhode Island rely on RISTE to provide the lowest cost solution for technology purchasing by aggregating the buying power of the state and providing flexible distribution options for hardware, software, online resources, technology furniture, and books. Currently serving 33 public school districts, 276 individual schools, and 14 independent schools; RISTE represents over 128,000 students and thousands of staff. For a list of our current members visit: <http://www.ri-iste.org/page-1727241>

RISTE and the Northern Rhode Island Collaborative, as agents, conduct this request for proposal on behalf of the educational institutions holding current and valid membership in the consortium ("Consortium Members"). The consortium includes all NRIC member districts and schools/districts with current RISTE membership.

RISTE agrees and represents that it has the agreement of all Consortium Members to enter into this request for proposal, and each Consortium Member accepts and agrees to the terms and conditions of this request for proposal, as if it has itself executed the same. Any resulting agreement from this procurement shall be available to other public entities across the RISTE membership through execution of the RISTE membership agreement.

Scope of RFP & Specification

The Rhode Island Society of Technology Educators (“RISTE”) is seeking proposals from Vendor providers (“Proposer”) for a price agreement and fulfillment services.

We are seeking proposals from authorized Chromebook providers for serving the consortium members with competitive pricing and quality service. Hardware solution specifications are included in Exhibit A.

In addition to providing hardware solutions and pricing, please respond to the following in your proposal:

Asset Management – asset tags

Explain how your company can assist RISTE members in asset management of all the devices including physical tags and an online management tool that can track the following information:

- Device ID
- Manufacturer Part Number
- Serial Number
- Assigned Location of Device
- Assigned Tracking information assigned by district
- Date of Purchase

Laser Etching

Explain how your company can provide theft deterrent identification for each device, which includes branding and easy identification of devices, including a permanent and non-removable solution for unique identification.

Break Fix – 3rd party warranty

Please describe your solution for replacement of broken units and response time frames.

Please describe your proposed replacement process and turnaround time frames.

Please describe the warranty services proposed for this solution.

*Note - There shall be no charge assessed to the District/School for any shipping or handling in the shipment or return of the equipment.

Logistics of Implementation – Kitting, Palletization, Staging

Please describe your capability to provide a turnkey solution for all members of RISTE, given that each school has their own requirements and specifications, i.e. the capability to manage each school implementation.

Customer shipping locations may vary, please provide detail as to how your firm is able to address sending to multiple locations with a detailed tracking system. Each location’s shipping

circumstances will be unique, it is required that a proposer be able to work with each member to manage the implementation.

Describe your firm's ability to handle complex logistics for each location including circumstances such as loading docks, inside delivery, ship to end users, warehouses, lift gate requirements, multiple ship to addresses, and separate billing for each member of RISTE.

Please describe your firm's capability to handle multi-point orders with multiple ship-to locations.

Please describe your firm's warehouse capability to hold and stage orders prior to shipment to various locations. At times, it may be necessary to hold an item for shipment until the recipient can accept shipment.

Google Domain Enrollment & Configuration Process

Members may require that devices arrive on site pre-enrolled in each RISTE member's unique Google Domain name and configured for each respective Google Domain/RISTE member school.

Please describe your configuration process prior to shipment, and your capability to provide optional or additional onsite configuration services if a RISTE member requires them.

Google Ecosystem

Please describe how your firm is able to provide an all-inclusive Google classroom ecosystem that includes the below software solutions to support online learning and classroom management.

- **Classroom Management** - software with the capability of managing students within the classroom and the ability to view their screens remotely by the instructor
- **Collaborative Video Solution**
- **Archival & eDiscovery Solution**

Professional Development

Please describe how your company can provide Professional Development needs for faculty and staff members who are new to the Chrome ecosystem and ongoing training and development services you can provide to RISTE members.

This should include Google IT management console training, classroom management training, as well as Google Apps training.

No Cost Professional Development & Other Value Adds

Proposers are strongly encouraged to include no cost value adds as part of their Proposal; this will be taken into account when Proposals are evaluated. Some examples of no cost value adds include the following:

- **Professional Development** - Please describe your Professional Development offerings (webinars, train the trainer, face to face, etc.).

- Repair center and technician certification - Please describe your repair center offering (local/depot) and technician certifications.
- Replacement Service - Please explain your replacement service for broken/defective units.
- Free resources available - Describe your pre-sales consultation, technology road maps and other assistance.
- Special Programs/Prime Vendor Advantages i.e. Student/Faculty purchases
- Describe any volume discounts, exclusive pricing, and special promotions that you offer
- Extended warranties - Describe your enhanced warranty services (uplifts, etc.).
- Describe your online purchase management system.

Term - Contract Period

The term for the contract awarded pursuant to this solicitation will be for a three (3) year period effective from the date of contract execution with options to renew for three (3) additional one (1) year terms.

RISTE Administrative Fee

The RISTE administrative fee is to be calculated into the price of all proposal items. Only the item price with the addition of the RISTE administrative fee is presented to the RISTE membership and will be the price paid by the RISTE Member.

Items and Pricing

The purpose of this RFP is for designation as provider of Chromebooks products and/or services for consortium members of RISTE.

Brand Specification

If items called for by this request for proposal have been identified by a brand name, such identification is intended to be descriptive but not restrictive, and is to indicate the quality and characteristics of products that will be satisfactory.

Responses offering “equal” products (including products of a brand name manufacturer other than the one described in this procurement) will be considered for award if such products are clearly identified in the responses and are determined by RISTE to meet fully the salient characteristics and requirements listed in the RFP or otherwise indicated by the items listed in Exhibit A.

Maintaining Product and Price List

It is the responsibility of the awarded respondent to maintain an accurate price list for the lifetime of the contract including marking existing products as discontinued and submitting a complete and accurate price list every six months, or more frequently if needed.

Discontinued Items

All changes to the price list must be submitted 30 days prior to taking effect. Discontinued items must be marked on Exhibit A and submitted to RISTE to be removed from the contract.

If a member of RISTE purchases a product that is no longer available, but was not designated

so by the awarded proposer, it will be the responsibility of the proposer to ship an equivalent or better product at the price of the purchased, discontinued product.

Adding New Products

When a manufacturer creates new models or replaces discontinued ones that were contemplated by the scope of this RFP, they may be added to the awarded contract at the same percentage off of MSRP or at a greater discount.

Shipping

All items must be proposed Freight On Board Destination. (FOB) (meaning standard shipping to a single location per order) is included unless specified in completed Exhibit C. Please use Exhibit C to indicate extra charges associated with special handling and situations.

There shall be no charge assessed to the District/School for any shipping and handling in the shipment or return of the equipment.

Lowest Possible Price

By submitting a proposal, the proposer agrees that the price offered to the RISTE with the contract's administrative fee is the lowest price offered by the proposer to the members of the RISTE.

The RISTE Members shall pay the lower of the prices contained in the RFP or an Announced Promotion Price, Educational Discount Price, General Price Reduction price, Standard Configuration price or Per Transaction Multiple Unit Discount.

RISTE reserves the right to review at any time the pricing of this agreement. If pricing is found to not be the lowest possible price for Consortium Members, any agreement from this RFP process may be immediately suspended, re-bid, or pricing immediately adjusted to affirm this requirement.

Instructions To Proposers

Proposal Preparation

Failure to submit proposals in accordance with the provisions of this Solicitation shall be grounds to declare the proposal as non-responsive. Proposers must:

- Submit a completed proposal
- Provide RISTE with all required or request documents and literature
- Initial any corrections or erasures to their proposal that deviate from the terms and conditions presented in this RFP

Proposal Submission and Format

Responses must be received by the closing date and time, and be delivered in a sealed package to:

Northern Rhode Island Collaborative
Attn: John Bilotta / RFP: Chromebooks - 2014
640 George Washington Highway, Suite 200
Lincoln, RI 02865

Electronic Submission

The RISTE requires proposers to submit their responses in electronic format. The response must arrive in a sealed package that must contain a USB Flash Drive (preferred) or a CD (hereinafter “media”). The media must contain:

- A single PDF containing the proposers response, including all Exhibits, any proposed contractual changes, and a completed bid signature page.
- Exhibit C – Pricing should be submitted in its native Excel format for ease of scoring.
- Proposers *may* also submit their full proposal in paper format.

RISTE is not responsible for Proposals submitted in any manner, format or to any delivery point other than as specified.

How To Complete Exhibit C

Exhibit C has multiple tabs. Please complete all relevant tabs for your proposal.

Pricing listed must include the Google management license for each unit and the RISTE 2% administrative fee.

If shipping is not included, then it must be indicated on Exhibit C.

Proposers may add products not pre-filled by RISTE if they meet the specification of this RFP.

RFP Terms and Conditions

Change by Addenda

RISTE may change this RFP by Written Addenda

- Proposers must provide Written acknowledgement of receipt of any Addenda on the Bid Signature Page
- RISTE shall issue all Addenda on the company website (www.RISTE.org)
- At its discretion, RISTE may extend the Closing to allow Proposers time to analyze and adjust to changes.
- The failure of a Vendor to acknowledge any addenda shall not relieve the Vendor of the responsibility for complying with the terms thereof.

Modification or Withdrawal

A Proposer may modify or withdraw its Proposal in writing only prior to Closing. Modification or withdrawal must be marked and delivered as described in PROPOSAL SUBMISSION above. Proposers are responsible for ensuring that RISTE receives its modification or withdrawal. Modification or withdrawals must be prepared and submitted on the Proposer's letterhead, signed by an authorized representative of the Proposer.

The Proposer hereby acknowledges and agrees that these specifications and this RFP process control any contract awarded by this process unless the Proposer expressly states on the Proposal Signature Page alternative terms or conditions the Proposer wishes RISTE to consider. Any such alternative terms or conditions shall constitute a variance and, if material, may subject the proposal to rejection.

All variances from the specifications shall be clearly noted on the proposal to allow for the evaluation of that variance. The lack of notation of a variance may constitute rejection of the proposal.

Modifications

Modifications must state that the modification amends and supersedes the prior Proposal.

Withdrawals

When in person the Proposer must present appropriate identification and evidence of authority satisfactory to RISTE.

Proposals submitted by Proposers shall be irrevocable for at least thirty (30) calendar days after the proposal opening date and time.

Late Proposals

Any Proposal received after Closing is late. A Proposer's request for withdrawal or modification of a Proposal received after Closing is late. RISTE will not consider late Proposals, withdrawals or modifications. RISTE reserves the right to consider Proposals that have been delayed or mishandled by RISTE.

Receipt, Opening and Recording Proposals

Proposals will be opened and recorded. The number of Proposals received, the identity of Proposers will be disclosed to the public at the time of opening.

The content of proposals will not be disclosed until all proposals have been evaluated, negotiations completed if required, and Intent to Award has been published.

Multiple Awards

RISTE reserves the right to elect, in its sole discretion, to make multiple awards. The number of awards shall be based on the anticipated member need and service, and awardees will be selected based upon the point totals awarded through the proposal scoring process. This notice of multiple awards does not preclude RISTE from awarding a single Contract.

Questions, Changes and/or Clarification

All questions regarding this RFP must be submitted in writing using the comment form found at the Announcement URL. No oral questions will be accepted. All questions received prior to the deadline will be answered by and posted on RISTE's website.

Proposers may request changes or clarification to, or protest, the terms and conditions and/or the specifications of this RFP:

All Proposers can access RISTE's determination (i.e. entirely rejects or agrees with) to any questions, changes, or clarification on RISTE's website.

Corporate Overview

Vendors must provide a brief history and description of their company and include all personnel, with contact info, who will be supporting this agreement. Please submit an organization chart with a narrative describing how the agreement will be supported.

References

Vendors **must** submit at least three (3) references from current or previous educational institutions that have or are currently receiving similar products and services to those proposed. Each reference must include the name of the contact person, street address, telephone number, e-mail address and description of products and services provided.

RISTE reserves the right to take any or all of the following actions: to reject a proposal based on an unsatisfactory reference, to contact any person or persons associated with the referenced site, to request additional references, to contact organizations known to have used in the past or currently using the services supplied by the Vendor or the Vendor's sub Vendors, to contact independent consulting firms for additional information about the Vendor or the Vendor's sub Vendors, and to visit any or all of the reference sites for demonstrations. Note: The Vendor's references MUST demonstrate the size and scope of each reference provided.

Financial Viability

RISTE reserves the right to require, during proposal evaluation, that the Vendor provide a copy of its most current Annual Report or audited Statement of Financial Condition to include a

Balance Sheet, Income Statement and Cash Flow Statement or other acceptable financial information. These documents may be relied on in any determination regarding Vendor financial responsibility

Cancellation of the RFP

RISTE may cancel this RFP, in whole or in part, or reject all proposals submitted in response to the RFP when such action is determined to be fiscally advantageous to the organization.

Solicitation, Proposal Acceptance, Award and Discussions

This RFP creates no obligation on the part of RISTE to award a contract or to compensate Vendors for proposal preparation expenses. RISTE reserves the unilateral right to cancel this solicitation at any time and to accept or reject any and all proposals, in whole or in part, received in response to this RFP; the unilateral right to award a contract in whole or in part; to award a contract to one Vendor; to waive or permit cure of minor irregularities; and to conduct discussions with Vendors in any manner necessary to serve the best interest of RISTE.

General Terms and Conditions

The following terms and conditions apply to any contract awarded through this RFP process and will be incorporated by reference.

Awarded Proposers may not materially change or alter the terms, conditions, and prices from the Original Contract between the Awarded Proposer and the Consortium Members.

RISTE reserves the right to determine if any item, article or material complies substantially in quality and performance with the specifications, and if any variance listed in the proposal is material or immaterial.

Oral instructions or information concerning this or any RISTE request for proposal process given out by directors, officers, employees or agents of RISTE to prospective Proposers shall not bind RISTE and shall not be relied upon.

RISTE reserves the right to reject any or all proposals, return unopened any proposal received after the specified closing time, or require a Proposer to furnish additional material which provides evidence that the items quoted meet all of the specifications published in this document

The contents of proposals shall be considered confidential and will not be made public record, except in instances where Consortium Members require verification of the competitive bid process in compliance with state law.

For physical items shipped, the Awarded Proposer must replace any items damaged or lost en route within thirty (30) days after notification by RISTE member of such damage or loss. The Awarded Proposer is responsible for prosecuting all damage claims with the freight companies. Payment will be withheld until damaged goods are replaced.

Unless otherwise informed, RISTE members will expect all deliveries to be completed as requested.

Failure to meet the delivery schedule may result in the cancellation of an order except in the

event where labor strikes, natural disaster, or other circumstances beyond the control of the Awarded Proposer directly affect the delivery schedule. The Awarded Proposer must notify and provide evidence to the RISTE member via mail or fax within twenty (20) business days from the date the RISTE member places an order to claim an exception from the specified delivery schedule. Delays in the delivery schedule not expected that cause additional shipping expenses, up to and including airfreight shipments, to insure timely delivery of product as requested by a RISTE member, will be the sole responsibility of the Awarded Proposer.

Product without defect in original packaging may be returned with proper notification of Awarded Proposer by RISTE within sixty (60) days of receipt of shipment. For defective product, manufacturer's warranty has precedence. No restocking fees are permitted on any returns, defective or otherwise.

Price and product updates

Proposers shall provide the items and services specified at or below the quoted level for the term of any awarded contracts under the agreement. During this period, prices may not change more than once per calendar quarter. Price increases greater than three percent (3%) require written notice of thirty (30) days before taking effect. Written notice shall be submitted to RISTE via email on the Excel Pricing List Template, Exhibit C. Pricing for new products and services may be added at any time to any contract awarded through this RFP process. The Awarded Proposer must provide on the first of each calendar quarter price updates, including discontinued items and any other changes or additions, submitted on the Excel Price List Template in order to ensure accurate RISTE advertised prices. Proposer must provide RISTE with 30 days notice for all pricing increases and product removals before taking effect.

Distribution/Fulfillment Methodology

Vendors are required to submit a cost quote that includes the 2% administrative fee. All proposals submitted in response to this RFP will be compared based on this methodology. Any other method of discounting will not be considered, in order to accurately and fairly compare all Vendors proposals submitted.

Reporting Requirements

RISTE shall have access to reports detailing purchases made by their members. Quarterly reports shall be required, summarizing sales under this agreement, no later than 30 days after the end of the fiscal quarter. There will be a 2% administrative fee returned to RISTE for each sale made under this agreement after each fiscal quarter.

Change in Vendor Representatives

Vendor shall appoint a primary representative to work with the RISTE agreement administrator to maintain, support and market this Agreement. Vendor shall notify RISTE of any change in primary representative. RISTE reserves the right to require a change in Vendor's then-current primary representative if the assigned representative is not, in the opinion of the RISTE agreement administrator, serving the needs of the RISTE membership.

RFP Evaluation

It should be explicitly noted that the RISTE is not obligated to award the contract to the Vendor who submits the lowest pricing. Rather, the contract will be awarded to the Vendor whose proposal is the most advantageous (lowest and best) to the RISTE consortium and member schools.

Quality of Response – 20 points

- Adherence to RFP requirements
- Strength of Overall Proposal

Quality of response to Exhibit A items – 10 points

Quality References – 10 points

Warranty and service– 10 points

Pricing – 50 points.

The lowest pricing that meets the standards and requirements set forth in this RFP will receive 50 points.

Proposal Evaluation

RISTE members will evaluate proposals during the timeframe of August 4, 2014 thru August 8, 2014.

During this time, discussions may occur for the purpose of clarifying aspects of the proposal, but proposals may be accepted and evaluated without such discussions. Discussions **MUST NOT** be initiated by the Vendors. Proposals will not be publicly read on the due date.

The award will be announced on Monday, August 11, 2014.

Award/Evaluation

Our goal is for every member school's Google implementation to be a success.

RISTE is looking for a solution-based initiative rather than a commodity based contract. Proposals will be evaluated on how well they will provide the best implementation solution, which often requires additional services. Project management and successful coordination of the entire project process from initial purchase by RISTE members to deployment and ongoing support of the Chromebook solution are needed. RISTE is looking for a vendor that can provide a total ecosystem integrating devices, software solutions, professional development, and ongoing support throughout the life of the contract beyond initial roll out.

Ability for the firm to provide a solution for replacement and repair of hardware and software in a timely manner to ensure that there is minimal impact to the learning process.

The evaluation will encompass how well the proposals provides hardware options, software solutions, device management, technical support, professional development and measurable values that will best support the RISTE initiative.

Examples of measurable values that we will be looking for:

- Account team dedicated to the state of Rhode Island, including both inside and field resources
- First class warranty support for both devices and software components of the Google ecosystem
- Dedicated toll free number for RISTE
- Prompt payment reporting
- Ability to provide local, dedicated, onsite support resources when needed.
- Current EDI feed
- Quality management ISO9001
- Dedicated contract management team
- Experience with product line, and a large existing install base (references to confirm experience with successful examples)
- Authorized Reseller Certification
- Technical Certifications
- Ability to educate the end users on all the benefits of the Google Classroom ecosystem
- Ability to provide curriculum and professional development integrated with hardware solution
- Sufficient credit to establish necessary inventory stocking position

Post Award Instructions

Post-Award Conference

Within sixty days (60) of award notification, principals on awarded contract shall meet in person or via phone with RISTE personnel to review marketing efforts, contract terms and conditions, and proposal administration.

Post-Award Requirements

Awarded Proposer will provide appropriate marketing assets (logo, company information, etc) to RISTE.

Awarded Proposer shall construct a web page with the following:

- Link to RISTE's web store and website
- Purchasing information
- Product information

Proposal Signature Page

The undersigned hereby agrees to the specifications, terms and conditions of this request for proposals from Proposers to provide Chromebooks products and related services.

The undersigned acknowledges his authority to submit this proposal on behalf of the Proposer listed below and bind it to comply with these specifications, terms and conditions if any contract is awarded through this RFP process.

Furthermore, the undersigned certifies conformance to applicable Federal laws, Oregon Revised Statutes, and Oregon Administrative Rules concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services, and is in all respects fair and without collusion or fraud.

Name of Company Proposing: _____

Contact Person: _____

E-Mail Address: _____

Address of Company Proposing _____

City: _____ State: _____ Zip: _____

Telephone Number:() _____ 800 #: _____

Federal Tax ID No: _____

Name of Person Filling out Proposal: _____

Title: _____

Signature: _____ Date: _____

(Must be signed by an officer or duly authorized company representative.)

Print signers name & Title: _____

Exhibit A

Scope of Work: Additional Specifications

1. Laptop Software Requirements

The proposed products must meet one of the following software requirements

- Legally possess a license for current Chrome OS
- Legally operate the current Chrome OS
- Legally allow the installation of the Google Management Console

2. Reseller Requirements

Awarded reseller must be capable of providing configuration services included but not limited to:

- Unboxing; and
- Enrollment into Google Management license; and
- Pre-configuration of district wireless; and
- Asset tagging services; and
- Etching district logo information onto case/protective shell; and

3. Reseller Qualifications

- Authorized Google reseller including Google Management Console and Google Apps for Education; and
- Authorized anywhere RISTE contract can be sold; and
- Capable of providing professional development services for Google Apps for EDU; and
- Capable of providing lease options for Chromebooks AND related products

4. Hardware Solutions

- Cost effective Chromebook (11")
- Large Display Chromebook (13-14")
- Ruggedized Chromebook (similar to Lenovo 11e)
- Tablets (7" & 10")
- Optional equipment/features: laptop charging carts, sleeves, and carrying cases may be added to pricing spreadsheet for each model

A successful proposal will clearly and succinctly outline how the Proposer can meet the above qualifications.

Exhibit B

Active Reference Template

Vendor Name:	
Vendor shall provide information on a minimum of three (3) ACTIVE contracts within the last three years similar in size, scope, and technical complexity to the Scope of Work of this RFP. The contact should be someone who can confirm the actual quality and technical capability of the Vendor's completed work- not the procurement officer	

<u>ACTIVE CONTRACT REFERENCE 1</u>	
Name of Client:	
Name of Contact:	
Address:	
Phone Number:	
Annual Dollar Value of Contract:	
Start Date:	
Completion Date:	
Description of Service	
Justification of Similar Size and Scope	

**Please provide same information for additional references.