

## Recommended Procurement Methodology and Questions

### Recommendations:

1. ITS and MDE prepare a full RFP that ITS advertises on behalf of MDE, according to the following schedule:

May 1, 2000	Work Group responds to outstanding questions related to specifications and RFP content.
May 11, 2000	RFP ad submitted to Clarion Ledger for required legal publications
May 16 and 23	RFP ad dates
May 23, 2000	RFP release date: MDE/ITS finalize RFP and upload to Internet for vendor download
June 20,2000	Proposals due from vendors
July 7, 2000	MDE/ITS complete evaluation of RFP proposals, make recommendation to Work Group, and begin contract negotiations
July 21, 2000	Recommendation presented to ITS Board for approval. Contracts can be executed as soon as ITS Board approves. MDE publishes list of vendor options to the school districts.
July 28, 2000	Deadline for schools to return application to MDE, including choice of vendor.
July 31, 2000	MDE aggregates school district applications and places orders.

2. RFP contains one set of specifications that are the **minimum** configuration.
3. Vendors are allowed to propose more than one system and/or to propose a system that exceeds these minimum requirements.
4. Machines for districts who use Apple products will be procured through a separate

mechanism. Apples will not be included in this RFP.

5. The State reserves the option to make a single award or multiple awards, based on the proposed pricing combinations and value-adds that are most advantageous to the State.

6. Vendors are asked to propose tiered pricing, based on volume purchases, as aggregated by MDE.

7. If the evaluation results in a multiple award, school districts will be given a choice of vendors as part of their applications process.

8. The RFP contains language urging vendors to propose aggressive, creative pricing solutions and value-added services and software, for the benefit of the school children of our state.

9. Language on substitutions will be as in the micro computer EPL RFP. (See attached)

10. Year one purchases will be for schools/classrooms that are already wired. There are approximately 5,700 classrooms in this category today.

Question: Should the RFP use a higher number in case other schools are wired during the next few months?

Question: How many of the 5,700 classrooms are in Apple districts?

Question: Will "special" schools be included? (e.g. Schools for the Deaf/Blind, French Camp, Oakley/Columbia) These classrooms are not included in the current count.

11. ring criteria combines technical configuration proposed, cost, and value-added services and software, including warranty.

Question: How will references/past performance be factored in to the evaluation?

Question: How should the evaluation factors be weighted? (i.e. allocate a percent, from 5% up, to each of the criteria, for a total of 100%)

12. If Year two purchases will be piggy-backed from this RFP, language must be incorporated into the RFP to allow this option.

Question: Should an option be included to refresh the specifications and pricing with the same vendor(s) for the Year 2 purchases?

13. Delivery and installation for the initial orders must be completed by September 5, 2000, the Tuesday after the Labor Day holiday. Machines ordered after the initial purchase must be delivered and installed within three weeks of order.