



Brighten Academy, Inc d/b/a

Brighten Academy Charter School
5897 Prestley Mill Road
Douglasville, GA 30135
770-615-3680
www.brightenacademy.com

Request for Proposal

Teacher Laptops

Date Announced: July 9, 2018
Bid Closes: July 16, 2018
5 PM EST

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1. SUMMARY AND BACKGROUND

Brighten Academy, Inc. is currently accepting proposals to upgrade teacher laptops.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction of Brighten Academy, Inc.

Brighten Academy, Inc. is a non-profit organization that governs Brighten Academy Charter School. Brighten Academy is a K-8 public school that has an enrollment of almost 800 students. As a charter school, we work collaboratively with the Douglas County School System and Department of Education to make sure our students are provided a productive learning environment with a highly qualified staff committed to using an innovative, research-based instructional model that produces measured growth in every student every year.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for a competitive bid process. Proposals will be accepted until 5pm on July 16, 2018 EST. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Brighten Academy legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

Proof of insurance, proof of certifications, and an affidavit stating you will use a legal workforce will be required within 3 days if you are selected as the winning bid.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

We wish to acquire 20-30 laptops to increase our teachers' access to digital teaching.

Project Description:

Brighten Academy, Inc. is seeking a provider to utilize the safest and cost-effective way to provide teacher laptops.

The provider must break down the cost to include the following:

- Cost per item on scope of work
- Exclusions - Items that are excluded in the scope that may be an additional cost

The main contact throughout the bid process is Lisa McDonald, Executive Director of Brighten Academy. A site visit can be scheduled. Please contact us via email at RFPBIDS@brightenacademy.com to schedule a site visit. Please note in the subject line: **RFP for Teacher Laptop.**

4. PROJECT SCOPE

Laptop Specification - a MUST HAVE

- Core i5 7200 or better processor
- 8 GB Ram or better
- 128 GB SSD or better
- Wi-Fi AC Wave 2 compatible
- 2 USB 3.0
- HDMI

Laptop Specification – a preferred but not required

- Up to 12.5 hours
- 2 in 1 Flip Screen
- Thunderbolt 3
- Ball park weight of (3.03 lbs.) 1.37 kg
- 13.3 1920 x 1080 Full HD or better

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm July 16, 2018 EST.

Evaluation of proposals will be conducted from July 16 – July19. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than July 30, 2018 at our Governing Board Meeting.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by August 27, 2018.

Project Timeline:

Ship before date

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC).

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Timeframe for completion of the project
- Proof of insurance and proper licensing

8. PROPOSAL EVALUATION CRITERIA

Brighten Academy will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Technical Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project

*Each bidder must submit 1 copy of their proposal to the address below by July 16, 2016 at 5pm EST:

RFPBIDS@brightenacademy.com

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Brighten Academy Charter School
Attn: Lisa McDonald (Bid for Teacher Laptop)
5897 Prestley Mill Road
Douglasville, GA 30135
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