

REQUEST FOR QUALIFICATIONS

RFQ NO. 012-18

INTERACTIVE CLASSROOM TECHNOLOGY



CLAYTON COUNTY PUBLIC SCHOOLS

DR. MORCEASE J. BEASLEY
Superintendent of Schools

KEN THOMPSON
Chief Financial Officer

A handwritten signature in blue ink, appearing to read "Debra B. Brewer", is written over a horizontal line.

Debra B. Brewer, Esq., CPPO
Director

Department of Purchasing
218 Stockbridge Road, Jonesboro, Georgia, 30236

Response Submission Deadline:
January 12, 2018
3:00 p.m. Eastern Standard Time (EST)

SCHEDULE OF EVENTS

EVENT	DATE OR DEADLINE Eastern Standard Time (EST)
RFQ Release	December 11, 2017
Non-Mandatory Conference	December 18, 2017 @ 10:00 a.m. Clayton County Public Schools Purchasing Department 218 Stockbridge Road Jonesboro, GA 30236
Deadline For Submission of Questions	December 19, 2017 @ 3:00 p.m. Submit questions to: purchasing@clayton.k12.ga.us
Answers Posted to Website by Addendum	January 5, 2018 @ 3:00 p.m.
RFQ Submission Deadline	January 12, 2018 @ 3:00 p.m.
Demonstration of Products and Solutions	January 16 – January 19 by appointment
Procurement Representative	Shon Demby, Procurement Specialist

RESPONSE SUBMISSION FORM

This form must be completed in its entirety and signed by the authorized representative or official submitting the response. This form must be returned with each response. Failure to do so will render a response non-responsive.

Company Name:	
Mailing Address: (Street, City, State, Zip Code)	
Email Address:	
Phone Number:	
Fax Number:	
Social Security or Tax ID#:	
Name of Authorized Representative: (printed or typed only)	
Title of Authorized Representative:	
Signature of Authorized Representative:	
Date of Signature:	

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RFQ 012-18

INTERACTIVE CLASSROOM TECHNOLOGY

A. INFORMATION AND INSTRUCTIONS TO RESPONDENTS

1. **Services Required:** This Request for Qualification ("RFQ") is to facilitate the identification of the manufacturer, make, and model of the INTERACTIVE CLASSROOM TECHNOLOGY computing device(s) to be used by Clayton County Public Schools ("CCPS" or "District"). Selection will be made on the basis of compliance with the required specifications and ancillary features offered as standard features.
2. **Solicitation Method:** This solicitation is being conducted in accordance with all applicable provisions of the CCPS Purchasing Policies and Procedures. By submitting product samples in reference to this solicitation, a Respondent acknowledges familiarity with CCPS Purchasing Policy and Procedures and all laws applicable to this solicitation, which policies, procedures and laws are incorporated into this RFQ by reference.
3. **Minimum Qualification:** Each Respondent and team member shall have the minimum qualifications set forth in the RFQ.
4. **Criminal Background Check:** By submitting a response in reference to this solicitation, Contractor acknowledges that a satisfactory criminal background check and history may be required for anyone coming into direct or indirect contact with CCPS students at no cost to CCPS.
5. **Certificate of Authority to Transact Business in Georgia:** Each Respondent must submit with its response documentation that demonstrates it is duly authorized to conduct business in the State of Georgia. This requirement also applies to Joint Venture (JV) Team Members, Sub-Contractors and Sub-Sub-Contractors.
6. **Business License:** Contractor is requested to submit a copy of its current, valid business license with its Response. If the Contractor is a Georgia corporation, Contractor is requested to submit a valid county or city business license. If Contractor is a joint venture, Contractor is requested to submit valid business licenses for each member of the joint venture. If the Contractor is not a Georgia corporation, Contractor is requested to submit a Certificate of Authority to Transact Business in the State of Georgia and a copy of its current, valid business license issued by its home jurisdiction.
7. **Professional License:** Contractor must attach a copy of any professional license required by this RFQ with its response. All required licenses must be maintained for the duration of any contract award period.
8. **Codes, Permits, Fees, Licenses and Laws:** All permits, fees, arrangements for inspections, licenses, and costs incurred for the same shall be the sole responsibility of the successful Contractor. All services, labor, materials and construction must comply with all applicable rules and regulations of local, state and/or national codes, laws and ordinances of all authorities

having jurisdiction over the project, which shall apply to the contract throughout and will be deemed to be included in the contract the same as though herein written out in full.

9. **No Offer by CCPS and Firm Offer by Contractor:** This solicitation does not constitute an offer by CCPS to enter into an agreement and cannot be accepted by any Contractor to form an Agreement. This solicitation is only an invitation for offers from interested Respondents and no offer shall bind CCPS. A Contractor's offer is a firm offer and may not be withdrawn except as provided in this RFQ, CCPS Purchasing Policies and Procedures and other applicable law.
10. **Georgia Open Records Act:** Information provided to CCPS is subject to disclosure under the Georgia Open Records Act, O.C.G.A. § 50-18-70 et. seq. Pursuant to O.C.G.A. § 50-18-72(a)(34), "[a]n entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 [O.C.G.A. § 10-1-760 et seq.]."
11. **Illegal Immigration Reform and Enforcement Act:** This RFQ is subject to the Illegal Immigration Reform and Enforcement Act of 2011 ("**Act**"), formerly known as the Georgia Security and Immigration Compliance Act. Pursuant to Act, the Contractor must provide with its Response proof of its registration with and continuing and future participation in the E-Verify Program established by the United States Department of Homeland Security. Completed Contractor Affidavit, Illegal Immigration Reform and Enforcement Act Forms must be submitted with the Response at the time of submission. Under State Law, the CCPS cannot consider any Response which does not include the completed forms. Where the business structure of a Contractor is such that Contractor is required to obtain an Employer Identification Number (EIN) from the Internal Revenue Service, Contractor must complete the Contractor Affidavit on behalf of, and provide a Federal Work Authorization User ID Number issued to, the Contractor itself. Where the business structure of a Contractor does not require it to obtain an EIN, each entity comprising Contractor must submit a separate Contractor Affidavit. It is not the intent of this notice to provide detailed information or legal advice concerning the Act. All Respondents intending to do business with CCPS are responsible for independently apprising themselves of and complying with the requirements of the Act and assessing its effect on CCPS solicitations and their participation in those solicitations. For additional information on the E-Verify program or to enroll in the program, go to: <https://e-verify.uscis.gov/enroll>.
12. **Sub-Contractors and Manufacturers:** Respondents are required to submit, in writing, the addresses of any proposed Sub-contractor or equipment manufacturers listed in the Response and may be required to submit other material information relative to proposed Sub-contractor. County reserves the right to disapprove any proposed Sub-contractor whose technical or financial ability, or resources, or experience are deemed inadequate.
13. **Minority, Female Business and Local Enterprises:** It is the intent of CCPS that Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), and Local and Small Business Enterprises (L/SBE) have an equal opportunity to participate in CCPS procurement opportunities. Respondents are encouraged to use said vendors whenever possible in the execution of any contract.

- 14. Conflict of Interest:** Respondents are advised to read and familiarize themselves with the conflict of interest provisions of this RFQ contained in Appendix B, General Terms and Conditions, and Required Form Submittals.
- 14.1 CCPS reserves the right to issue solicitations for specific projects that are independent of this RFQ. Except as stated in this RFQ, successful Respondents under this RFQ are not precluded from responding to such solicitations.
- 14.2 All interests of CCPS employees, officers or elected officials in Contractor's firm should be listed and disclosed with Contractor's response to this RFQ.

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B. SUBMISSION OF RESPONSE

1. **Ownership of Responses:** Each Response submitted to CCPS shall become the property of CCPS, without compensation to a Contractor, for use by CCPS, at its discretion. CCPS shall not be liable for any response preparation costs incurred by Respondents, or for any subsequent work on the response or additional documentation required by CCPS.
2. **Demonstrations of Proposed Products and Solutions.** Demonstrations of proposed products and solutions will be held on **January 16-19, 2018** at a designated **CCPS facility in Jonesboro, Georgia**. Upon request from CCPS, Respondents must provide and demonstrate each device and solution proposed. Integrated solutions must be demonstrated together. CCPS will notify each Respondent of the exact date, time and location for each demonstration, and provide detailed instructions for demonstrations. Manufacturers with several respondents proposing the same device or solution are allowed to present one sample of each device or solution for demonstration by multiple respondents, however, CCPS will not be liable or responsible for coordinating the use of such products or solutions. CCPS will not be liable or responsible in any manner for any costs associated with the demonstration, transportation, storage or safekeeping of any proposed device or solution. Technically competent representatives with the ability to respond to questions posed by staff, must be active participants in the demonstration.
3. **Duration:** Responses submitted in to this RFQ must be valid for a period of Ninety (90) calendar days from the Response Submission Deadline and must be marked as such.
4. **Submission Deadline:** Responses to this RFQ will be received by the CCPS Purchasing Department, 218 Stockbridge Road, Jonesboro, Georgia, 30236 until 3:00 p.m., Eastern Standard Time (EST) on January 12, 2018.
 - 4.1 Responses must be clearly labeled with the name of the project (RFQ No. 012-18, INTERACTIVE CLASSROOM TECHNOLOGY), and the name and address of the Contractor.
 - 4.2 Responses should be addressed to: Director, Clayton County Public Schools, Purchasing Department, 218 Stockbridge Road, Jonesboro, GA 30236.
 - 4.3 Each Respondent is required to submit one (1) stamped "Original" and four (4) "Duplicate Copy" of its response, along with one copy in Adobe Portable Document format ("pdf") on a USB flash drive. CCPS assumes no liability for the differences in the information contained in the Contractor's printed response and that contained on the flash drive or device. In the event of any discrepancy, CCPS will rely upon the information in the printed response.
5. **Late Responses:** Late Responses received will not be considered. Time will be determined using the Purchasing Department clock. Responses delivered to other locations within CCPS will not be considered. CCPS is not responsible for misdirected mail or items delivered late by carriers.

6. **Non-Mandatory Pre-Qualification Conference:** A Non-Mandatory Pre-Qualification Conference has been scheduled for December 18, 2017, at 10:00 a.m., EST at CCPS, Purchasing Department, 218 Stockbridge Road, Jonesboro, Georgia 30236. Attendance at the Conference is voluntary; however, Respondents are encouraged to attend. During the Pre-Qualification Conference, the general requirements of the project will be discussed. Any questions raised by potential Respondents will be discussed. Verbal answers to questions during the Pre-Proposal Conference will not be authoritative. It should be emphasized, however, that nothing stated or discussed during the course of this conference shall be considered to modify, alter or change the requirement of the solicitation documents, unless it shall be subsequently incorporated into an addendum to the solicitation documents.
7. **Solicitation Questions:** Any questions regarding this RFQ should be submitted on or before December 19, 2017 at 3:00 p.m., EST. All questions must be submitted in writing to Debra B. Brewer, Director, CCPS, Purchasing Department, 218 Stockbridge Road, Jonesboro, Georgia 30236, or by email with the RFQ name and number in the subject line to purchasing@clayton.k12.ga.us. Questions received after the designated period may not be considered. Verbal responses are not authoritative. Answers to questions will be made by addendum posted to the CCPS website not later than 3:00 p.m. EST on January 5, 2018. It is the responsibility of each Contractor to obtain a copy of any Addendum issued for this solicitation by monitoring the CCPS website at <http://www.clayton.k12.ga.us/cms/One.aspx?portalId=54515&pageId=95198>.
8. **Prohibited Contacts:** All Respondents and representatives of Respondents are strictly prohibited from contacting CCPS employees, CCPS Officials, Elected Officials or any third party representatives of CCPS on any matter having to do with this RFQ. All communications by any Contractor concerning this RFQ must be made in writing to the CCPS Purchasing Department.
9. **Oral Presentations/Demonstrations:** Responsive Respondents may be required to make an oral presentation of their proposed solution to a CCPS Evaluation Committee. Technically competent representatives from the Respondent's team with the ability to respond to questions posed by CCPS Technology staff, must be active participants in the oral presentation. If required, oral presentations will be held during the week of January 15, 2018. CCPS will notify responsive Respondents of the date, time and location for the presentation, and will supply an agenda or topics for discussion.
10. **Examination of Response Documents:**
 - 10.1 Each Respondent is responsible for examining with appropriate care the complete RFQ and all Addenda and for informing itself with respect to all conditions that might, in any way, affect the cost of providing their products for evaluation and having them returned.
 - 10.2 Each Respondent shall promptly notify CCPS in writing should the Respondent find discrepancies, errors, ambiguities or omissions in their Response Documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the RFQ. Replies to such notices may be made in the form of an addendum to the RFQ, which will be posted to the CCPS website.

- 10.3 CCPS may in accordance with applicable law, by Addendum, modify any provision or part of the RFQ at any time prior to the Response due date and time.
 - 10.4 Each Respondent must confirm Addenda have been received and acknowledge receipt by executing the Acknowledgment of Addenda form provided with each Addendum.
 - 10.5 CCPS may waive any technicalities and formalities. CCPS reserves the right to cancel the RFQ in its entirety.
11. **Bonding and Insurance Requirements:** The Bonding and Insurance requirements for any Agreement that may be awarded pursuant to this RFQ are set forth in Appendix B, General Terms and Conditions. Contractor must provide a copy of a current certificate of insurance evidencing any existing commercial general liability policies issued for Contractor, if any. For purposes of this section, "Contractor" shall mean an individual, corporation or other corporate entity submitting a response in connection with this solicitation, including each Joint Venture partner if Contractor is a Joint Venture.
12. **Protests:** Protests dealing with specifications or the solicitation shall be filed not later than three (3) working days prior to the response due date. Other protests shall be filed not later than three (3) working days after the response due date, or if the protest is based on subsequent actions of CCPS, not later than three (3) working days after the aggrieved person knows or should have knowledge, of the facts given rise to the protest. All Protests should specify exactly what is being protested. Protests are considered filed when received by the Director of Purchasing. Protests which are not filed in a timely manner, as set forth above, will not be considered. Respondent agrees to pay for CCPS reasonable attorney's fees and expenses of litigation for any protest arising out of this solicitation in which CCPS is a prevailing party. Only those who participated in the solicitation are eligible to protest.

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APPENDIX A



PURCHASING DEPARTMENT *CODE OF ETHICS*

- I. Give first consideration to the mission and policies of Clayton County Public Schools.
- II. Strive to obtain maximum value for each dollar spent.
- III. Decline personal favors, gifts, and gratuities. Grant all competitive Respondents fair and equal consideration.
- IV. Conduct business with potential and current Respondents in an atmosphere of good faith.
- V. Demand honesty in sales representations whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- VI. Receive consent from the originator for the use of proprietary ideals and designs.
- VII. Make a reasonable effort to obtain equitable settlement of any controversy with a Contractor.
- /III. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- IX. Create an environment of fair, ethical, and legal business practices.
- X. Protect Clayton County Public Schools' interest by ensuring that Respondents honor all terms of their contract.

APPENDIX B
REQUIRED FORMS

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance for services on behalf of **Clayton County Board of Education**. (name of public employer), has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with sub-Contractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

RFQ 007 -17 INTERACTIVE CLASSROOM TECHNOLOGY
Name of Project

Clayton County Board of Education
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____,
20_____.

NOTARY PUBLIC

My Commission Expires:

CCPS, Req. Form 2, 08/2016

SUB-CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Sub-contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ (name of Contractor) on behalf of the Clayton County Board of Education has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned Sub-contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Sub-contractor will contract for the physical performance of services in satisfaction of such contract only with Sub-Sub-Contractors who present an affidavit to the Sub-contractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned Sub-contractor will forward notice of the receipt of an affidavit from a Sub-Sub-contractor to the Contractor within five business days of receipt. If the undersigned Sub-contractor receives notice of receipt of an affidavit from any Sub-Sub-contractor that has contracted with a Sub-Sub-contractor to forward, within five business days of receipt, a copy of such notice to the Contractor. Sub-contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-Contractor

RFQ 012-18 INTERACTIVE CLASSROOM TECHNOLOGY
Name of Project

Clayton County Board of Education
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____ 20 .

NOTARY PUBLIC

My Commission Expires:



Clayton County Public Schools Substitute W-9 Form

Request for Taxpayer Identification Number and Certification

Vendor Number if previously assigned: _____

* Name (List legal name, if joint names, list first the name of the person whose TIN you enter in Part I)
_____Business Name, if different from above. Example: Doing Business As "J. Doe Construction"
_____Check appropriate box: ☐ Individual ☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ Other _____

Please check the type of services rendered by the vendor.

☐ Materials Only ☐ Services Only ☐ Materials and ServicesLegal Address: number, street, and apt. or suite no.
_____Remittance Address: if different from legal address.
_____City, state and ZIP code
_____, GA _____Remittance City, state and ZIP code
_____, _____Phone #
() _____Fax #
() _____Remittance Phone #
() _____Remittance Fax #
() _____Email Address
_____Contact Person
_____**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For other entities, it is your employer identification number (EIN).

Social Security Number _____

OR

Tax Payer Identification Number _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number, and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and
3. I am a U.S. citizen (including a U.S. resident alien).

Certification instructions. ☐ Please check this box if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, this does not apply.**Part III Potential Conflict Disclosure**

Please disclose any relationships with current or former Clayton County Public Schools employees to include employees with vested interest in your organization.

Employee Name
_____Relationship
_____**Certification instructions.** ☐ I certify that the above statement is true and I have disclosed any and all relationships with county employees. Additionally, I am aware that CCPS has the right to terminate this relationship if it is determined that this information is false.Sign
Here

Authorized Signature ► _____

Date ► _____

INTERACTIVE CLASSROOM TECHNOLOGY**RESPONDENT REPRESENTATIONS AND DECLARATIONS**

This Acknowledgement of Representations and Declarations and Agreement must be properly signed and notarized, and returned with Respondents response to this RFQ.

- 1. Anti-Lobbying Provision.** All respondents, including agents, personnel, representatives, lobbyists, attorneys and proposed partner(s), subcontractor(s) or joint venture(s), will refrain, under penalty of the respondent's disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process.
- 2. Certification of Independent Price Determination/Non-Collusion.** Collusion and other anticompetitive practices among offerors are prohibited by city, state and federal laws. All Respondents shall identify a person having authority to sign for the Respondent who shall certify, in writing, as follows:

"I certify that this bid/proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. By signing this document, I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent/Offeror."

- 3. Prohibition on Kickbacks or Gratuities/Non-Gratuity.** The undersigned acknowledges the following prohibitions on kickbacks and gratuities:
 - a. It is unethical for any person to offer, give or agree to give any employee or former employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.
 - b. It is unethical for any employee or former employee to solicit, demand, accept or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement

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standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

- c. It is also unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of a subcontract or order.
- 4. Debarment.** The undersigned Service Provider / Contractor provides this assurance and certification that they are not currently debarred from submitting proposals or proposals on contracts by any agency in the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the State of Georgia or the federal government.
- 5. Covenant of Non-Discrimination.** The undersigned understands that it is the policy of CCPS to promote full and equal business opportunity for all persons doing business with the CCPS. The undersigned covenants that we have not discriminated, on the basis of race, gender or ethnicity, with regard to prime contracting, subcontracting or partnering opportunities.
- 6. Certify Satisfaction of all Underlying Obligations. (If Applicable).** If a Contract is awarded through this solicitation, then such Contractor should know that before final payment is made to a Contractor by CCPS, the Contractor shall certify to CCPS in writing, in a form satisfactory to CCPS, that all subcontractors, materialmen suppliers and similar firms or persons involved in the CCPS contract have been paid in full at the time of final payment to the Contractor by CCPS or will be paid in full utilizing the monies constituting final payment to the Contractor.
- 7. Respondent Declarations:**
- a. I, the undersigned, have carefully examined and fully understand the CCPS General Terms and Conditions and this solicitation in its entirety, including all required forms and Respondent Representations, and agree to conform with every requirement. I certify that I am authorized to sign this quote for the Respondent. Signing this form affirms that the Original Request for Proposal Document has not been altered in any way.
 - b. I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same supplies, services, construction, or professional or consultant services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I agree to abide by all conditions of this solicitation and offer and certify that I am authorized to sign for this Respondent.

(Page 2 of 3)

Sign here if you are an individual:

Printed Name: _____

Signature: _____

Date: _____

Subscribed and sworn to or affirmed by _____ **(name) this** ____
day of _____, 20__.

Notary Public of _____ (state)

My commission expires: _____

Sign here if you are an authorized representative of a responding entity or partnership:

Printed Name of Entity or Partnership: _____

Signature of authorized representative: _____

Title: _____

Date: _____, 20__

Subscribed and sworn to or affirmed by _____

(name), as the _____ **(title) of** _____

(entity or partnership name) this ____ **day of** _____, 20__.

Notary Public of _____ (state)

My commission expires: _____

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REFERENCE AND RELEASE FORM

Please provide the information and contact person who will verify Contractor's experience and ability to perform the services listed in the RFQ. Submission of this form grants CCPS the authority to contact each reference listed.

Project Name: Project Number: Contract Period:	Company Name: Contact Person: (Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Project Name: Project Number: Contract Period:	Company Name: Contact Person: (Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Project Name: Project Number: Contract Period:	Company Name: Contact Person: (Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Project Name: Project Number: Contract Period:	Company Name: Contact Person: (Name and Title)		
Email Address:	Address		
Telephone Number:	City	State	Zip Code
Fax Number:			

Authorized Signature: _____ Date: _____

RFQ 012-18**INTERACTIVE CLASSROOM TECHNOLOGY****SOLICITATION CHECKLIST**

This checklist is intended to aid in preparation and submission of Respondent's response. It may not be all-inclusive. Responsibility rests upon the Respondent to ensure all information requested within the document is provided. Please return this form with response.

- ☐ Acknowledgement of all addendum.
- ☐ One original and four (4) duplicate copy of all information included with response.
- ☐ One duplicate copy of all documents saved in portable document format (pdf) on a flash drive has been included with response.
- ☐ The response has been signed by an authorized principal or authorized official of the firm.
- ☐ No conditions, restrictions or qualifications have been placed by the company on this response that would have the response declared non-responsive.
- ☐ Respondent acknowledges and is prepared to provide the insurance required in this solicitation.
- ☐ Respondent has included all licenses and permits as required in this solicitation.

COMPANY NAME

TYPE OR PRINT NAME OF PERSON COMPLETING CHECKLIST

SIGNATURE OF PERSON COMPLETING CHECKLIST

DATE

ATTACHMENT 1 SPECIFICATIONS

**INTERACTIVE CLASSROOM TECHNOLOGY
SPECIFICATIONS**

Clayton County Public Schools ("CCPS") is seeking to identify Interactive Classroom Technology for use in the District. Qualified suppliers are encouraged to respond and submit their proposed solutions for the best manufacturer make and model for use in CCPS schools and offices. CCPS will evaluate the various Interactive Classroom Technology products and solutions to determine which best meet the needs of CCPS students and faculty.

1. INTRODUCTION

1.1 Background

CCPS is committed to excellence and student achievement. Fully accredited through AdvanceED-Southern Association of Colleges and Schools Council on Accreditation and School Improvement, CCPS is a diverse K-12 system located in metropolitan Atlanta, Georgia. There are 38 elementary schools, 16 middle schools, 10 comprehensive high schools, an alternative school, an Open Campus, and 2 psycho-education facilities. CCPS is the fifth largest school system in the State of Georgia and is ranked amongst the 100 largest school districts in the U.S. Student enrollment is approximately 55,000.

1.2. Objective

A part of the vision of CCPS is to integrate technology to support instruction. CCPS envisions using technology to strengthen the balance between effective instructional practices and student learning. With a strong belief that technology enhances the effective pedagogical practices of an instructor, the District is committed to equipping CCPS classrooms with technology that will enable greater efficiency, productivity, and improve workflow. The solution proposed should support instruction in order to raise student achievement by maximizing instructional time, increasing engagement, providing opportunities for quick/immediate feedback, and providing opportunities for collaborative learning discussions.

1.3.1. CCPS intends to evaluate the quality of Interactive Classroom Technology proposed to identify the manufacturer, make, and model that best meets the needs for CCPS students and faculty.

1.3.2. After manufacturer's solution is pre-qualified, CCPS will issue a separate Request for Proposals (RFP) to solicit Interactive Classroom Technology, ancillary accessories, installation, training, and warranty services. CCPS will limit the type of Interactive Classroom Technology that can be proposed in the RFP to those identified through this RFQ.

- 1.3.3. CCPS reserves the right to pre-qualify one (1) or multiple products and solutions, and the right not to pre-qualify any device.
- 1.3.4. CCPS will use objective criteria as the basis for rating products
- 1.3.5. In addition to the requirements otherwise listed in the RFQ, pre-qualification ratings will be based on factors that include, but are not limited to, the Technical Response, product and manufacturer history, reputation of manufacturer, solvency, and product demonstration where applicable.
- 1.3.6. CCPS reserves the right to adjust or rescind pre-qualification ratings based upon information learned subsequently.
- 1.3.7. CCPS reserves the right to waive minor irregularities and omissions in the information contained in the submittals, to make all final determinations, and to determine at any time that the pre-qualification process will not be applied to a specific future project.

2. MINIMUM DEVICE REQUIREMENTS

- 2.1 Interactive Classroom Technology** (If models are provided from separate manufacturers, please identify each of the Interactive Classroom Technology Manufacturers and Models in Table 1 of Exhibit 1.)

2.1.1. INTERACTIVE FLAT PANEL

Interactive, multi-touch, flat panel displays, with integrated speakers must have the following features:

- a. A maximum size of 75" diagonal display
- b. A secure locking wall mount bracket to be used when affixing to the wall
- c. A minimum five (5) year manufacturer warranty
- d. A minimum five (5) year onsite warranty
- e. Operate with multi-finger touch and pen writing devices
- f. A minimum of five (5) dual Point Multi-touch or ten (10) single Point Multi-touch, for multiple users to annotate on the screen at one time
- g. A minimum of 1920x1080 HD resolution
- h. Interactive Classroom Technology and writing implement must have full mouse capability, i.e., left and right click, drag and drop, etc.
- i. Connect to computers and accessories with a minimum of three (3) HDMI connections, One (1) VGA connection, One (1) LAN Network RJ45, One (1) Stereo/ Analog Audio Input (required)
- j. The panel must have integrated speakers with a minimum of 12-Watts.

- k. The panel must have the ability to connect wirelessly to the CCPS network.
- l. The interactive panel must be PC and MAC compatible.
- m. The panel must have anti-glare and heat-tempered/low-friction glass.
- n. The panel must have the capability to connect to 15 amp/120 volt outlet.
- o. The panel's Operating System (OS) and integrated software must have the capabilities to zoom in and out.
- p. The panel must have a minimum of 2mm accuracy and 12 ms response time.
- q. The panel's OS and integrated software must have basic whiteboard functions that are accessible without connecting any external device.
- r. The panel must have the option for Windows OS to be installed on the device and function independently as a computing device.
- s. The interactive panel must come with the option for a mobile stand. It is desirable to have an adjustable mobile floor stand.
- t. The Respondent shall describe any additional accessories or devices available for use with the interactive panel.

2.1.2. PRESENTATION/COLLABORATION SOFTWARE SYSTEM

- a. Must be compatible with multiple devices and operating systems such as Windows, MAC, iOS, Chromebook, and Android
- b. Must have functionality to record voice and video
- c. Must allow multiple devices to connect at once and have the capability to display a minimum of eight (8) screens at one time
- d. Indicate whether or not the Respondent's solution is compatible with other presentation applications.
- e. Indicate whether or not the Respondent's solution gives teachers the ability to control and/or monitor student devices that are connected.
- f. Must have the ability to enable students to interact with activities, annotation, and note-taking
- g. Indicate whether the Respondent's presentation/collaboration software system supports all components of solution (IFP, SRS, slate, and doc camera.)

2.1.3. INTERACTIVE WIRELESS SLATE OR LIKE DEVICE

- a. Must function within the same software application as the other devices, being a part of a total, integrated solution.
- b. Allow mobility for the teacher anywhere in a standard sized classroom.
- c. Indicate whether or not the device is rechargeable or requires batteries.

2.1.4. STUDENT RESPONSE SYSTEMS (SRS)

- a. Indicate whether or not the Respondent's SRS devices function within the same software application/platform as the panel, document camera, and wireless slate, being a part of a total, integrated solution.
- b. Indicate whether or not the Respondent's SRS has a rechargeable docking station for the student devices. Indicate whether or not the Respondent's docking station is able to recharge the hand-held student responders.
- c. Indicate whether or not the Respondent's SRS docking station calibrates the student responders based on the docking station slot.

2.1.5. DOCUMENT CAMERA

- a. Operation of the document camera must function within the same software as all other components.
- b. Flexibility to manipulate image with magnification and object rotation
- c. Must be able to show two and three-dimensional objects
- d. Ability to capture and save video/picture files in multiple playback formats; such as jpg,
 - a. .mov, .mp4, .wmv, etc...
- e. Built in microphone with capability to record audio files in multiple formats; such as
 - a. .mp3, .wma, .wav, etc...
- f. Converts to any standard lab microscope with necessary adapters
- g. Must be portable
- h. Minimum of 1280 x 1024 SXGA
- i. Must have auto-focus
- j. The Respondent must list the accessories included with the camera.
- k. Must have digital zoom of 16X minimum
- l. Must have a minimum shooting size of 8.5" x 11"
- m. Must be able to directly connect to interactive panel
- n. Must be able to connect via USB

2.2 Evaluation

All Proposals will be evaluated in accordance with CCPS Policies and Procedures, and the objective criteria and requirements specified in this RFQ. Respondents must complete Exhibit 1, Table 2 in its entirety.

3. SUBMISSION PREPARATION AND GUIDELINES

3.1 Executive Summary

Pre-qualification submittals should provide straightforward, concise information that satisfies the requirements noted in this RFQ. Emphasis should be placed on brevity, conformity to instructions, completeness and clarity of content. All the information must be tabbed to identify, assist and facilitate review and evaluation. Each page must be numbered. Please address or include the following:

- 3.1.1 Provide the complete legal name of the Respondent and the name of the legal entities that comprise the firm, where each entity comprising the firm is organized, including entity name, if applicable.
- 3.1.2 State how many years the Firm or Respondent has been in business providing Interactive Classroom Technology? Provide a brief history of the entity, contact name, address, phone number, email, and facsimile number, as well as the legal structure of the entity and a listing of major satellite offices.
- 3.1.3 Provide a declarative statement as to whether the Respondent or Firm, or any member of the Firm's team has an open dispute with CCPS or is involved in any litigation associated with work in progress or completed in both the private and public sector during the past five (5) years.
- 3.1.4 Provide a statement as to whether the Firm or Respondent, or any of the Respondent's employees, agents, independent Respondents or sub-Contractors have been convicted of, or pled guilty or nolo contendere to any felony. If so, please provide an explanation and details.

3.2 Experience and Qualifications

- 3.2.1. An Account Representative who will serve as the single point of contact for the entire procurement process is required. Provide the name, phone number and e-mail address of this designee.
- 3.2.2 Describe the Respondent's experience in providing commercial Interactive Classroom Technology for use in governmental or educational facilities, comparable to a K-12 school environment.

3.2.3 Provide a list of other governmental or educational facilities currently using the device(s) proposed.

3.2.4 Provide four (4) references from firms currently using the proposed products. References are to be provided utilizing the References and Release Form provided in Appendix D, Required Forms.

4 REQUIRED FORM SUBMITTALS

The forms and documents contained in Appendix D, Required Forms, are mandatory forms submitted with each response. Failure to provide the information or documentation required may cause a response to be declared non-responsive and rejected. Failure to have an authorized representative sign all documents at the signature line, or failure to have all documents properly notarized as requested, may cause a response to be declared non-responsive and rejected.

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EXHIBIT 1

**RFQ 003-17
Interactive Classroom Technology**

**Proposed Interactive Classroom Technology Manufacturers
and Models**

Respondent will furnish all labor, travel, resources, materials, tools, equipment and services required to satisfactorily respond to this RFQ. Enter the different Manufacturers and Models proposed on Table 1.

Respondent/Firm Name:

Authorized Signature: _____ Printed Name: _____

Title: _____ Date: _____

EXHIBIT 1

Table 1

(Page 1)

Proposed Interactive Classroom Technology Manufacturers and Models

Device	Manufacturer	Model	Screen size
Interactive Flat Panel A			
Interactive Flat Panel B			
Interactive Flat Panel C			
Interactive Flat Panel D			
Interactive Flat Panel E			
Presentation/Collaboration System Software A			
Presentation/Collaboration System Software B			
Presentation/Collaboration System Software C			
Presentation/Collaboration System Software D			
Presentation/Collaboration System Software E			

Table 1
(Page 2)

Proposed Interactive Classroom Technology Manufacturers and Models

Type of Device	Manufacturer	Model	Screen size
Interactive Wireless Slate or Like Device A			
Interactive Wireless Slate or Like Device B			
Interactive Wireless Slate or Like Device C			
Interactive Wireless Slate or Like Device D			
Student Response System (SRS) A			
Student Response System (SRS) B			
Student Response System (SRS) C			
Student Response System (SRS) D			
Document Camera A			
Document Camera B			
Document Camera C			
Document Camera D			

RFQ 012-18 INTERACTIVE CLASSROOM TECHNOLOGY

TABLE 2

RESPONDENT MUST STATE COMPLIANCE WITH EACH OF THE FOLLOWING BY CHECKING EITHER "YES" OR "NO". RESPONDENT CAN PROVIDE AN EXPLANATION FOR EACH VARIANCE, BUT A CHECK IN EITHER THE "YES" OR "NO" COLUMN MUST BE ENTERED. COMPLETE THE APPLICABLE SEPARATE SECTION OF THIS CHECKLIST FOR EACH PRODUCT PROPOSED.

Product Name:		Interactive panel minimum specifications		YES	NO	COMMENTS/EXPLANATION
		Manufacturer:				
1	A maximum size of 75" diagonal display					
2	A secure locking wall mount bracket to be used when affixing to the wall					
3	A minimum five (5) year manufacturer warranty					
4	A minimum five (5) year onsite warranty					
5	Operate with multi-finger touch and pen writing devices					
6	A minimum of five (5) dual Point Multi-touch or ten (10) single Point Multi-touch, for multiple users to annotate on the screen at one time					
7	A minimum of 1920x1080 HD resolution					
8	Interactive Classroom Technology (IFP) and writing implement must have full mouse capability, i.e., left and right click, drag and drop, etc.					
9	Connect to computers and accessories with a minimum of three (3) HDMI connections, One (1) VGA connection, One (1) LAN Network RJ45, One (1) Stereo/ Analog Audio Input (required)					
10	The panel must have integrated speakers with a minimum of 12-Watts.					
11	The panel must have the ability to connect wirelessly to the CCPS network.					
12	The interactive panel must be PC and MAC compatible.					

13	The panel must have anti-glare and heat-tempered/low-friction glass.			
14	The panel must have the capability to connect to 15 amp/120 volt outlet.			
15	The panel's Operating System (OS) and integrated software must have the capabilities to zoom in and out.			
16	The panel must have a minimum of 2mm accuracy and 12 ms response time.			
17	The panel's OS and integrated software must have basic whiteboard functions that are accessible without connecting any external device.			
18	The panel must have the option for Windows OS to be installed on the device and function independently as a computing device.			
19	The interactive panel must come with the option for a mobile stand. It is desirable to have an adjustable mobile floor stand.			
20	The Proponent shall describe any additional accessories or devices available for use with the interactive panel.			
	Presentation/Instructional/Collaboration software minimum specifications	YES	NO	COMMENTS/EXPLANATION
	Product Name:			
21	Must be compatible with multiple devices and operating systems such as Windows, MAC, iOS, Chromebook, and Android.			
22	Must have functionality to record voice and video			
23	Must allow multiple devices to connect at once and have the capability to display a minimum of eight (8) screens at one time			
24	Proponent's solution is compatible with other presentation applications.			
25	Proponent's solution gives teachers the ability to control and/or monitor student devices that are connected.			
26	Must have the ability to enable students to interact with activities, annotation, and note-taking.			

27	All components of solution (student response system, Interactive Flat Panel, document camera, interactive slate) function from this presentation/collaboration software.			
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	Product Name:	Document camera minimum specifications	Manufacturer:	YES	NO	COMMENTS/EXPLANATION
28		Operation of the document camera functions within the same software as the student response system, interactive flat panel, document camera, and interactive slate, being a part of a total integrated solution.				
29		Flexibility to manipulate image with magnification and object rotation				
30		Must be able to show two and three-dimensional objects.				
31		Ability to capture and save video/picture files in multiple playback formats; such as jpg, .mov, .mp4, .wmv, etc.				
32		Built in microphone with capability to record audio files in multiple formats; such as .mp3, .wma, .wav, etc.				
33		Converts to any standard lab microscope with necessary adapters.				
34		Must be portable				
35		Minimum of 1280 x 1024 SXGA.				
36		Must have auto-focus.				
37		Has additional accessories included with the camera				
38		Must have digital zoom of 16X minimum				
39		Must have a minimum shooting size of 8.5" x 11"				
40		Must be able to directly connect with interactive panel				

41	Must be able to connect via USB				
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Interactive wireless slate minimum specifications					
Product Name:	Manufacturer:	YES	NO	COMMENTS/EXPLANATIONS	
42	Functions within the same software application as the student response system, interactive flat panel, document camera, being a part of a total integrated solution				
43	Allows mobility for the teacher anywhere in a standard sized classroom				
44	Interactive wireless slate is a rechargeable device. It does not require changing of batteries.				
Product Name:	Manufacturer:	YES	NO	COMMENTS/EXPLANATIONS	
45	Operation of the SRS functions within the same software application as the interactive flat panel, document camera, and interactive slate, being a part of a total integrated solution.				
46	Proponent's SRS has a rechargeable docking station for the student devices. Proponent's docking station is able to recharge the hand-held student responders.				
47	Proponent's SRS docking station calibrates the student responders based on the docking station slot.				