

**JOHNSTON COMMUNITY SCHOOL DISTRICT
REQUEST FOR PROPOSAL**

Classroom Audio/Visual Upgrade Project

I. INTRODUCTION

Johnston Community School District will receive proposals for an audio/visual update for up to 150 classrooms at the Johnston High School building. The project must be complete by August 8, 2025. Within this Request for Proposal is information relating to minimum specifications of the equipment, installation, and training required, data to be included in the proposal, evaluation criteria, and selected information relating to Johnston Community School District.

II. PROPOSAL PROCEDURES

A. TIMELINE FOR PROPOSAL

Issue Request for Proposal (RFP)	November 6, 2024
Site Walkthrough (if necessary - must schedule in advance)	November 11-15, 2024
Formal Inquiries Due Regarding the RFP	November 18, 2024
Proposals Due	November 25, 2024
Review and Submission to Board	December 4, 2024
Board Approval / Award of Proposal(s)	December 9, 2024
Project Start Date:	July 1, 2025
Completion Date:	August 8, 2025

B. PREPARATION OF PROPOSAL

Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation. All proposals shall respond clearly to the questions and information requested in the RFP. The proposal should follow the format of the RFP in presentation of the information requested.

C. NUMBER OF PROPOSAL COPIES

In addition to proposals being submitted electronically, three hard copies of the proposal should be submitted.

D. BIDDER'S CONDITIONS

Any conditions or expectations on the part of the bidder for performance by the School District must be set forth in the proposal.

F. SUBMISSION OF PROPOSALS

The proposals should be sent to:

Johnston Community School District
Attn: Tony Sparks, Director of Technology
6600 NW 62nd Ave
Johnston, IA 501031

All hard copies of the proposal must be delivered to the above office on or before **November 25, 2024, at 3:00 PM**. Proposal must be emailed as well to tony.sparks@johnston.k12.ia.us by the same deadline. **Proposals received after the above date and time will not be considered.** The School District is under no obligation to return proposals. The proposed pricing schedule should also be sealed in a separate envelope and labeled "Johnston Community School District Pricing for Audio and Video Equipment Purchase and Installation".

G. CONTACT OF SCHOOL DISTRICT OFFICIALS

Bidders shall not contact any School District employees or elected officials regarding services requested in this proposal. Any violation of this condition shall disqualify the bidder from consideration.

H. ADDITIONAL INFORMATION

The School District reserves the right to request additional information, if necessary, for the evaluation of the proposals.

I. DISPOSITION OF PROPOSALS

All proposals shall become the property of the School District and shall not be returned to the bidder. All proposals become public record as soon as received by the School District.

J. NON-COLLUSION

The bidder certifies that the costs included in its proposal have been arrived at independently and without consultation with any competitor or representative of the School District.

K. PROPOSAL PREPARATION COSTS

The School District is not responsible for any costs incurred in the preparation of this proposal.

L. SIGNATURES

The proposal and any clarifications to it shall be signed by an officer of the proposing bidder empowered to bind the organization in a contract.

M. NON-DISCRIMINATION

The successful financial institution shall not discriminate or permit discrimination in its operations or employment practices against any person or group regardless of age, race, sex,

national origin, religion, sexual orientation, or disability and shall furnish evidence of compliance with this provision when so requested by the School District.

N. TAX-EXEMPT ENTITY

The School District is a tax-exempt entity, and therefore, taxes are not to be included in any cost calculations.

O. RECORDS AUDIT

The successful bidder shall maintain such account records in connection with its performance of services for the School District as are required by federal, state or local statute and that may be reasonably required by the School District. Such account records shall be kept for a period of three (3) years following the termination of the resulting agreement, unless a longer period of time is required by a governing statute or generally accepted guidelines. The successful bidder shall afford the School District's agents and auditors reasonable facilities and access for the examination and audit of its records pertaining to its performance, and shall upon request, produce and exhibit all such records.

III. AWARD OF PROPOSAL

A. COMMITTEE EVALUATION

An evaluation team will assess all proposals. Recommendations will be forwarded to the Johnston School Board for approval for the December 9, 2024, Board meeting and the proposal(s) will be awarded at that time.

B. RIGHT OF REJECTION BY THE JOHNSTON COMMUNITY SCHOOL DISTRICT

Notwithstanding any other provisions of this RFP, Johnston Community School District (School District) reserves the right to award the contract to the bidder that best meet(s) the requirements of the RFP, and not necessarily, to the lowest bidder(s). Further, the School District reserves the right to reject any or all proposals, or any part thereof, and to waive informalities, and to enter into such contract or contracts as shall be deemed in the best interests of the School District.

IV. INFORMATION TO BE INCLUDED IN PROPOSAL

A. LETTER OF TRANSMITTAL

A letter of transmittal briefly outlining the bidders understanding of what is being requested by the School District in this RFP. Information regarding the company and individuals to be involved is permitted, but not required, if it is limited to not more than two pages. If a transmittal letter is presented, it should clearly set forth the local address of the company to be performing the work, the telephone number, and the name of the contact person.

B. TABLE OF CONTENTS

Include a table of contents which identifies the material by section, page number and a reference to the following information to be contained in the proposal.

C. PROFILE OF THE COMPANY

Describe the history of the company and include current sales and service staff. With staff to be assigned to the School District, indicate the experience of the individuals and their work with public school districts or governmental entities. Also, provide at least three references for existing or past relationships with entities similar to the School District.

D. SCOPE OF SERVICES AND PROJECT SCHEDULE

Briefly describe your understanding of the scope of services to be provided and the ability to meet the timelines as described per this RFP. Provide an implementation schedule for all equipment being installed/configured with the Newline and Copernicus equipment, and training thereafter.

The District will **Not** be entertaining comparable or equivalent hardware, software, and/or services as responses to this request for proposal. Any responses submitted for hardware, software, and/or services not outlined in this proposal will **NOT** be considered.

E. PRICE PROPOSALS

Bidder must provide prices for the following products: *See the Product Specifications & Pricing Page (Attachment "A")*.

Quantities for this request for proposal will be determined by the available budget; however, the District reserves the right to increase or decrease the quantities that is most beneficial to the interests of the District.

Pricing will be per classroom.
Include freight charges on the Pricing Page.

Video Equipment and Installation

Manufacture	Model	Description
Newline	TT-7524QP	75" Newline Q Pro Series Panel
IPEVO	V4K	IPEVO V4K Document Camera
Diversitrack	DV-TV-16	Diversitrack for TV/LCD Screens
Copernicus	IFP500-Black	Black iRover2 for Interactive Flat Panels
Copernicus	IFP-LP	Additional Laptop Tray

Training – Newline

- Newline Getting Started training module consisting of 60-minute sessions to accommodate all Johnston CSD teachers. This includes up to 600 staff.
- A Newline Beyond the Basics training module consisting of 60-minute sessions to accommodate all Johnston CSD teachers. This includes up to 600 staff. This training would include Newline Engage and any specific district applications.
- An online training portal with video and print resources for all teachers and staff with opportunities for staff to request support and customized training.

F. VIDEO EQUIPMENT AND INSTALLATION CRITERIA

The vendor awarded the Video Equipment and Installation is responsible for the following tasks with the Newline Interactive Panel:

- Assemble Copernicus iRover IFP500 cart in the location designated by the district.
- Mounting of Newline to iRover cart in the location designated by the district.
- Install the Diversitrack system in the locations designated by the district.
- Mounting of the Newline to the Diversitrack system in the locations designated by district.
- Separate, organize, and dispose of all cardboard and waste at each site per district instruction.
- Asset tagging the device per district instructions (tags provided by district)
- Scanning of asset tag, and serial number into spreadsheet and indicate building/classroom.
- Unpacking of all accessories (cables, pens, remote, cleaning cloth, etc)
- Installation of wireless module
- Change Settings:
 - Power on panel and select region
 - Languages and Input - Set language to English (United States)
 - Date/Time - set correct time zone

White Glove Setup:

- WiFi - Set WiFi code to United States of America and select district provided WiFi network
- Connect and test WiFi connection
- Apps>Newline App Store>Install unknown > Toggle to “Allow from this source”
- User > Set up Admin user and classroom teacher account and password per district instruction: Newline default codes Admin: 2364606633 User: 000000
- Run system updates
- Create and attach a label to the Newline with naming convention designed by the district.
- Asset tagging the device per district instructions (tags provided by district)
- Scanning of asset tag, and serial number into spreadsheet and indicate building/classroom.

Newline MDM

- Apps > Display Management Plus> Enter District Account Information> Top right corner three dots> select
- config server> follow Prompts> Name device and add tags per district

Newline Screen Share

- Apps >Newline Cast > Update App > Toggle to “Allow from this source”

Whiteboard Setup

- Open Whiteboard > Select three dots in lower left > Open Web Search > Select “Allow”

File Manager

- Open File Viewer > Follow set up prompts

Additional Install Responsibilities - The vendor awarded the Video Installation Package is also responsible for:

- Unbox and assemble the IPEVO Document camera. The doc camera will be connected to the Newline using the cable shipped with it. It will be connected to the Universal USB port on the Newline. It will be placed on the iRover cart on the right side of the Newline.
- Unbox and install additional Copernicus iRover laptop tray

G. GENERAL INSTALLATION NOTES

Vendors must coordinate with the manufacturers to complete RMAs for all defective or non-functioning equipment identified during the initial installation. The district is not responsible for coordinating any RMA returns until the scope of work has been completed in its entirety.

The district will provide a [Google Sheet](#) listing all buildings and rooms receiving installation services.

H. EQUIPMENT SHIPMENT

The district will allow container shipments for the Newline panels and Copernicus equipment on or after July 1, 2025. We will require notice 24 hours in advance of the shipment arriving.

Other required equipment can ship directly on or after July 1, 2025 to the district with written permission by the district.

Delivered includes inside delivery and unloading to designated location(s).

ADDITIONAL INFORMATION TO ASSIST WITH PROPOSAL

BIDDER'S QUALIFICATIONS

A. MINIMUM ELIGIBILITY REQUIREMENTS

1. The bidder must have trained service technicians, fully qualified to install the equipment per manufacturer requirements/specifications.
2. Manufacturer shall guarantee the availability of all components and parts for a period of 5 years.
3. The bidder must include an agreement with Newline to honor pricing provided in the proposal for all purchases through June 30, 2026.

B. BUSINESS ORGANIZATION

1. An overview of the headquarters that would serve as the primary responding service center for the School District.
2. The hours of operation for normal business calls.
3. The name(s) of the owner(s) of the organization as well as the principal executive and management personnel that will handle School District business.

C. REFERENCES

1. References of at least two (2) municipal public sector clients; two (2) other public sector clients; and two (2) private sector clients for whom members of the organization's team has worked continuously for a reasonable period including:
 - a) The name of the client.
 - b) The name, title, email, and telephone number of the primary person with whom the team member(s) works.

If your organization has an insufficient number of public sector clients, substitute private sector client references. In either case, the most useful references will be those for customers with transaction volumes similar to the School District.

D. ACCOUNT TEAM PERSONNEL AND QUALIFICATIONS

1. The names, titles and tenure of those officers and staff, listed by functional area of responsibility and in leadership/reporting relationship order, who will be assigned to service the School District's proposal by performing the work required herein. This shall include, but not be limited to:
 - a) A biographical sketch of each focusing primarily on qualifications to perform the services required herein.

SCOPE OF SERVICES

A. GENERAL INFORMATION

The intent of this request is to obtain the best total value for a comprehensive upgrade to our classroom audio visual equipment in up to 150 classrooms. This project may include other locations in the District.

The award will be made to the Bidder that best meets the criteria of the School District based upon the evaluation criteria. *Refer to Evaluation Criteria Matrix Page (Attachment "B")* as defined by the School District. The School District is not required to award the lowest cost proposal.

B. EQUIPMENT AND CURRENT CLASSROOM AV ENVIRONMENT

The classrooms in the High School have a wall mounted Epson short-throw projector connected to an Extron AV system. The AV systems consist of Extron controller/switcher, 2-4 ceiling speakers, wall control panel and wall jacks all connected with the necessary cabling.

C. RESPONSIBILITY AND TASKS

The School District is tax exempt. Even though the AV equipment and accessories will be installed on School District premises, the School District shall be relieved from risk of loss or damage during the period of transportation, installation and during the entire time the equipment is in the possession of the School District (except when loss or damage is due to fault or negligence School District staff). Reimbursement will be made as follows, if any damage or loss occurs to the installed

equipment caused by negligence or willful act by School District staff:

1. If the damaged equipment can be repaired, the vendor will invoice the School District at the vendor's current price rates for parts and labor.
2. The vendor shall submit an invoice and a written damage or loss evaluation/claim to the School District.

The vendor shall be responsible for all materials shipped prior to and during installation until acceptance is given in writing by the School District. All risk of loss or expense associated with storing materials prior to the date of acceptance by the School District is the responsibility of the vendor.

The vendor is responsible for any damage to the premises of any School District site as a result of the installation and shall repair and restore to the original condition any area so damaged within the time frame designated by the School District.

The vendor shall at all times keep the premises and the areas in which the work is performed free from accumulation of waste materials or rubbish, tools, installation equipment, machinery and surplus materials during the work process and through completion thereof. The vendor shall remove all crates, wrappings and other flammable waste material or trash from the building. Roll-off trash/recycle bins will be provided at each location.

D. DELIVERY OF EQUIPMENT

An equipment delivery schedule shall be arranged with the School District and can include container (centralized) shipments for all equipment on the bid. All equipment needs to be installed by August 8, 2025. The installation shall be completed in accordance with established guidelines and recommendations.

Attachment “A” – Specification and Pricing Page

Bidder is required to complete this Attachment “A” – Specification and Pricing Page as part of the quote. This pricing page **must** be completed and attached to the Bidder’s quote.

Prospective Bidder may request an electronic version of this page to aid in the completion of finalizing their proposal. For an electronic version, please e-mail tony.sparks@johnston.k12.ia.us to receive a copy of this page in Microsoft Word format.

Failure to comply with the instructions for this pricing page may deem the Bidder’s response non-compliant.

Bidder Name:	
Bidder Contact Person:	
Bidder Address:	
Bidder Phone:	
Bidder Fax:	
Bidder E-mail:	

Equipment/Solution Breakdown

Manufacturer	Model	Description	QTY	Unit Cost:	Extended Cost
Newline	TT-7524QP	75" Newline Q Pro Series Panel	106		
IPEVO	V4K	IPEVO V4K Document Camera	106		
Copernicus	IPF500-Black	Black iRover2 cart	38		
Copernicus	IFP-LP	Additional Laptop Tray	38		
Diversitrack	DT-TV-16	Diversitrack for LED/LCD	68		
Freight Charges					
Freight – White Glove		Inside Delivery			
Integration Services		Integration and Installation			
Grand Total:					

Warranty Description [Supplemental documentation provided concerning warranty is also acceptable]

Signature: _____

Printed Name: _____

Title: _____

Evaluation Criteria
Matrix Page
Attachment "B"

Evaluation of responses to this request for proposal is based on maximum 100-point rating system where cost of the products and services is weighted the heaviest along with other qualifying factors.

Factor	Points Available					
Price of the products and services	50					
Prior experience with the prospective bidder	20					
Completeness and adherence to the format of the bid solicitation by prospective bidder	10					
Availability of product and/or services to ensure all hardware and installation is deliverable to the School District by date specified	10					
References of other current clients (preferably PK-12 Iowa Schools)	10					
Total	100	0	0	0		