COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



**RFP #16-1286-11CS**

DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

November 10, 2016

**REQUEST FOR PROPOSAL**

**COMPUTER HARDWARE, SOFTWARE AND SERVICES FOR HIGH SCHOOLS**

**HENRICO COUNTY PUBLIC SCHOOLS**

Your firm is invited to submit a proposal to provide Computer Hardware, Software and Services for High Schools in accordance with the enclosed specifications. The submittal, consisting of the original proposal and **twelve (12)** additional copies and one electronic copy marked, **“A Proposal to provide “Computer Hardware, Software and Services for High Schools”** will be received no later than **3:00 p.m., December 15, 2016** by:

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE

County of Henrico County of Henrico

Department of Finance Department of Finance

Purchasing Division OR Purchasing Division

**8600 Staples Mill Road - NEW LOCATION** P O Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http://henrico.us/purchasing/**](http://henrico.us/purchasing/)

To receive an email copy of this document, please send a request to: [**sto05@henrico.us**](mailto:sto05@henrico.us)

Time is of the essence and any proposal received after **3:00 p.m., December 15, 2016**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Division, Department of Finance. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for insuring that their proposal is stamped by Purchasing Division personnel by the deadline indicated.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

The awarding authority for this contract is the Henrico Public Schools School Board.

Technical questions concerning this Request for Proposal should be submitted to Cecelia H. Stowe, [**sto05@henrico.us**](mailto:sto05@henrico.us) **no later than close of business on November 28, 2016.**

Very truly yours,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

[Sto05@henrico.us](mailto:Sto05@henrico.us)

804-501-5685

8600 STAPLES MILL ROAD/P O BOX 90775/HENRICO VA 23273-0775

(804) 501-5660 FAX (804) 501-5693

**REQUEST FOR PROPOSAL**

**COMPUTER HARDWARE, SOFTWARE, AND SERVICES FOR HIGH SCHOOLS**

**HENRICO COUNTY PUBLIC SCHOOLS**

**I. Purpose**

A.. The intent and purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified firms to establish a contract for a lease for all labor, materials, supplies, supervision and project management to provide a fully integrated laptop computer solution for the students at Henrico County Public Schools (HCPS). Offerors must be able to provide all requirements stated in this RFP in order to be considered.

B. Offerors shall propose solutions for the replacement of hardware, software and services for the High Schools of HCPS (Attachment H). Offerors must submit a proposal for a fully integrated computer solution; however alternative technology solutions may be submitted and will be reviewed. Offerors may also propose options for replacement of other units, software and services described in Section IV, Scope of Work. It is anticipated that the High School deployment shall occur according to the timelines in this document, and subject to School Board approval. Any adjustments to deployments or timelines shall be made a part of the contract documentation and subject to School Board approval.

C.. The Successful Offeror shall offer a comprehensive solution, including hardware, as well as provide for the support of the hardware to include but not be limited to the creation of the operating system environment, (hereafter referred to as “image”), installation, summer refresh/imaging process, warranty/damage repair service, technical support, and student and staff training, asset inventory, project management, and disposal of equipment, all of which shall be provided on a “turnkey” basis.

D. Under the contract with the Successful Offeror HCPS will have a contractual option to purchase the computers and other equipment at the end of the lease period.

**II. Background**

**A. Current Program** - In 2001, Henrico County Public Schools (HCPS) implemented a program that provided every secondary school student and all teachers with a laptop computer. While other school districts have since implemented similar one-to-one computing initiatives providing laptops for students for both home and school use, HCPS was the first school system in the United States to embark upon such a bold and innovative initiative. As a result of this pioneering effort, HCPS has learned from this experience and recognizes the requirements to refine the initiative to continue the successful implementation of a technology-based student learning initiative.

HCPS provides, thru our vendor partners, a turnkey warranty solution that includes accidental damage coverage for all laptops for the duration of the lease. Historical repair rates have been as low as 50% to exceeding 100% of the fleet annually. Accidental damage percentage rates are less than these annual repair percentages but are a direct correlation to Consumer versus Enterprise class laptops.

HCPS does provide guidance to parents, students and faculty regarding appropriate and use and care of laptops along with consequences for damage and inappropriate use.

The warranty should be structured to take into account usage during the summer months of Year 4 and should not expire based on the date of shipment to HCPS during Year 1.

HCPS is currently soliciting a replacement to our current Help Desk software with an ITSSM Help Desk solution. This procurement will be completed in early 2017.

**B. Projected Program Requirements** - Based on current enrollment projections, HCPS expects to utilize 18,770 laptops, 1,725 docking stations and 125 monitors/keyboards/mice in 9 high schools, 2 Advanced Career Education Centers (ACE) and 1 Program Center (AVR) AND a minimum of 2 servers each at 9 high schools, AVR and Central Office as follows:

* 16,900 high school student units, which includes units to accommodate enrollment growth, attrition and advanced exchange (Hot Swaps) over the life of the lease.
* 1,725 teacher and instructional staff units
* 1,725 docking stations for teachers, offices and library work stations
* 145 laptops with locking cables for library student use and library work stations (SIRSI)
* 125 20” monitors, keyboards and mice for offices and library work stations
* Minimum of 2 servers each at 9 high schools, AVR and Central Office (number of servers depends on hardware proposed and virtualization strategy of Offeror).

**C. Current Infrastructure** - There is a vast complement of networking and repair equipment and services that are an integral, complementing component of the initiative. It is essential that Offerors provide a solution that is compatible with the existing infrastructure, which is described in this document (Section IV, Item O-Current Infrastructure). The infrastructure shall encompass not only the networking equipment used by HCPS but the application programs as well.

**III. HCPS Financing Requirements, Finance/Lease Contract**

A. Offerors must provide a copy of all proposed lease/purchase options, including proposed payment schedules.

B. The initial contract payment will be October 15, 2017, subsequent to full deployment and acceptance of the “System” by HCPS.

C. Four-Year lease/purchase option with a $1.00 purchase (buy-out for the System) option at the end of the lease. Other buy-out options can be submitted in the proposed lease options with detailed information on the buy-out option. This option should include full battery, charger and power cable replacement for all leased equipment in the summer of year 2 of the lease. All costs and terms for a comprehensive solution should be submitted using Attachment I. Offerors must provide a listing of all costs included in the proposed four-year lease/purchase option, (i.e. equipment, software licenses, training, installation, maintenance and all other required services and support. Proposals must include any lease interest costs. HCPS would prefer to have the ability to prepay the lease balance, plus accrued interest, without penalty on any lease payment date.

D. Offerors must provide specific pricing as line items in their response to requirements in this RFP.

**IV.** **Scope of Work**

1. **Accessibility**

HCPS intends to procure hardware that provides the highest degree of accessibility to all users, including users who may have an impairment that interferes with the use of the computer. The solution will have the capacity to interface with peripherals, software and assistive technologies used by students, teachers and others with visual, hearing, mobility, communication and/or cognitive impairments and will conform to applicable technical and functional performance criteria of Section 508 of the Rehabilitation Act of 1973 unless exempt. For full guidelines, go to: <http://section508.gov>.

There must not be a need for complex and expensive adaptation and/or specialized design to meet the needs of users. The design will communicate necessary information in as many different forms as possible (e.g., verbal, auditory, tactile, pictorial) to accommodate needs. It shall be of appropriate size and be operable in at least one mode for those with limited hand, arm, leg or trunk strength, flexibility and range of motion. Space will be provided for approach, reach, manipulation and use regardless of a user’s body size, posture or mobility.

The Successful Offeror must describe to what extent its proposal satisfies the accessibility requirement. This will include a description of whether and how the computer provides the functionality and/or the capability to interface with peripherals, software and assistive technologies for visual, hearing, mobility, communication and cognitive impairments. To be considered eligible for award, Offerors must propose goods and/or services that meet the applicable standards and provisions of the Architectural and Transportation Barriers Compliance Board (the "Access Board"), an independent Federal agency, whose primary mission is to promote accessibility for individuals with disabilities.

These standards are codified as 36 CFR Part 1194 and may be accessed through the Access Board’s web site at <http://www.access-board.gov>. Alternatively, Offerors may propose goods or services that provide equivalent facilitation.

Proposals will be considered to have met the provisions of the Access Board’s standards for the feature or component providing equivalent facilitation. If none of the proposals meet all applicable provisions of the Access Board’s standards, those proposals whose products or services meet some of the applicable provisions will be considered eligible for award.

1. **HCPS Technical Specifications**
2. Should a component(s) of an Offeror’s solution be incompatible with the existing infrastructure, it shall be the responsibility of the Offeror, at their cost, to offer and provide compatible software, equipment, and/or training (including certifications) for the HCPS technical staff.
3. While it is the intention of this RFP to provide information on the requirements to ensure a successful continuation of the initiative, it is the responsibility of the Successful Offeror to include any and all items required for a complete and comprehensive solution, consistent with the current HCPS networking infrastructure, regardless of their inclusion or exclusion in this document.
4. The Successful Offeror shall be thoroughly familiar with the requirements of the initiative. In addition they shall demonstrate successful implementation of laptops in a K-12 wireless environment.

Offerors are encouraged to submit proposals for solutions that include features that exceed the minimum requirements, where feasible, to ensure that the project goals are being met for the life of the project. Items exceeding minimum requirements will be duly noted during the evaluation process.

1. Listed below are HCPS’ minimum requirements for a Business or Enterprise class laptop; Consumer devices should not be proposed
2. **Staff/Student - Laptop Hardware Minimum Requirements:**

**1.** **Processor, System Bus, Memory & Storage**

a. Intel® Core™ i5 Processor, Generation 6

b. Bus Speed 2.3Mhz

c. 8.0GB, DDR4 SDRAM

d. 128 GB Solid State Hard Drive

**2. Graphics and Display**

a. 13.0" HD (1200x800) LED-backlit

b. Intel® HD Graphics architecture

c. Reduced reflection screen preferred

d. A touch screen may be considered

**3. Connectivity**

a. 10/100/1000 BASE-T Ethernet (RJ-45 connector, built-in or with provided adapter)

b. Built-in Wireless capability (IEEE 802.11 G/N)

c. Built-in, concealed antenna

d. Compatible with CISCO AP 3602 and AP 3702 access points

**4. Peripheral Connections**

a. (2) High speed USB 3.0 connections

High speed compliant capable of 480 Mbit/sec transfer rates

b. VGA and full size HDMI video output via included adapters or built-in ports, supporting a 16:9 aspect ratio in a mirrored configuration capable of connecting to standard video output devices such as digital projectors, smart boards, computer monitors, and TVs. Micro or mini HDMI outputs should be not substituted for the full size ports

c. SD card reader

**5. Audio**

a. Integrated Audio

b. Stereo mini headphone jack

c. Built-in stereo speakers

d. Built-in microphone

**6. Input Devices**

a. Built-in laptop-size keyboard

b. Built-in track pad for precise cursor control; supports tap, double-tap, and drag capabilities

c. Integrated video camera

d. A touch screen may be considered

**7. Battery and Power**

a. Provides and maintains a charge for a 7-hour school day and should be replaceable, preferably by the user.

b. External AC adapter capable of charging the battery and powering the device simultaneously.

c. The status of the battery level shall be viewable through a provided App or as part of the operating system, such as in a menu bar.

**8. Physical**

a. The unit will weigh 6 pounds or less

b. Must be an Enterprise or Business class device (Consumer devices should not be submitted).

c. The exterior casing, frame, hinges, and palm rest must be of a durable, non-plastic construction, resistant to dents and scratching and breaking.

**9**. **Docking Station**

a. Full size USB keyboard

b. USB mouse

c. HDMI and DVI video out port

d. 20-inch widescreen display that supports 1280x1024 resolution

e. USB 3.0 connections

1. **Server Hardware Minimum Requirements:** The Offeror shall propose a solution that replaces the existing school server solution at 9 High Schools, 1 Program Center and Central Office as approved by HCPS.
2. High School (9 High Schools):  Minimum of 18 servers, 9 Attached Storage

Devices and 18 PDUs.

* 1. 2 Servers per school with color coded power cables
  2. Attached storage for each pair of servers
  3. 2 PDU per school

1. Program Center and Central Office (2 Locations):  Minimum of 4 servers, 2 Attached Storage Devices, 4 PDUs.
   1. 2 Servers per location with color coded power cables
   2. Attached storage for each pair of servers
   3. 2 PDU per location
2. Virtualization Platform:

Redundant host servers and storage: Storage should be available through an external, IP connected, shared storage array and must be scaled to support the following:

* 1. Active Directory domain controller/DHCP server
  2. Staff file server, providing personal file storage and Document Sync services
  3. Students file server, providing personal file storage and teacher/student file exchange and document synchronization services.
  4. Software distribution server; client management server and remote desktop monitoring gateway.
  5. Print server providing queuing and username imprinting.
  6. Combined staff and student file storage capacity, excluding any space needed for backups, should not be less than 10 TB of usable storage.
  7. Hardware and software in any provided solution must be covered under warranty for the life of the lease.
  8. Virtualization and shared storage solutions are required utilizing VMware’s Hypervisor virtualization platform.
  9. The solution must be capable of segmenting and applying storage quotas to staff and student file storage.
  10. Offering must include document synchronization solution of user files to backend storage.

1. Server Hardware Minimum Requirements:

Server must be a Rack Mounted model that can be installed in a 19” square holed rack. A blade solution cannot be used due to space limitations.

a. Processor, System Bus and Memory

i. 2.4 GHz Dual, Eight-Core Intel Xeon Processors

ii. 64 GB 2133MT/s RDIMMs

* + - 1. High speed USB 3.0 connections, front and rear

1. Connectivity:
   * + 1. Remote Access Management Card that supports Enterprise based functionality with Dedicated Ethernet Port.  This capability cannot share an onboard Ethernet NIC Port that is utilized for Data Traffic.
       2. (6) Gigabit Ethernet NIC ports
2. Storage
   * 1. 64GB Internal SD Storage in support of hypervisor
     2. DVD/CD drive
3. Graphics and Display
   * 1. VGA video out port that supports 1024x768 resolution
     2. 64 MB Video Card and/or integrated graphics media accelerator architecture
4. Hypervisor Solution and Licensing:
   1. VMware vSphere Enterprise Plus
   2. 44, 1 Processor License
   3. Basic maintenance for period of 4-years per term of lease
   4. Needs to support all CPU and Cores Counts for High School and Specialty locations to be managed by existing vCenter Platform
5. School-Based Backend Storage Solution Minimum:
   1. 14TB useable
   2. IP Connected
   3. SAS Drives
   4. Support VMFS Volumes
   5. Redundant Controllers
   6. Redundant Power Supplies
   7. RAID 5

HCPS is open to a packaged or per-device solution offering that contains and meets outlined requirements.

**E**. **Software Image Requirements** - "Imaging" means a process, at the end of which the user that is assigned to the machine can power it on, login and connect to the network and internet with the HCPS configured OS and applications. Computers must be joined to HCPS’ Domain and able to communicate with Active Directory and bound to Configuration Manager once they are deployed to HCPS schools and connected to HCPS’ Network. Offerors shall include the methodology that will be used to meet the following requirements for both the initial install and annual student laptop summer refresh process:

1. The Successful Offeror shall be responsible for creating, documenting and installing images, (see Anticipated Schedule in this proposal) on teacher and student laptops. The Successful Offeror shall perform quality assurance to ensure that 100% of the computers are fully functional.

2. Delivery coordination and documentation shall be provided as specified below. The Successful Offeror shall be responsible for all imaging, shipping, and delivery charges. Software licensing costs are the responsibility of the Successful Offeror, except where “licensing provided by HCPS” is explicitly noted. In the event the Offeror recommends additional hardware/software as part of a turnkey solution; licensing, delivery and installation costs shall be the responsibility of the Successful Offeror and shall be included in pricing options.

3. Student and Teacher Imaging:

The Successful Offeror shall develop and document a process for imaging each laptop to be approved by HCPS.

* 1. HCPS shall require one unique student image delivered to HCPS according to the timeline established in this RFP.

b. HCPS shall require one unique teacher/staff image delivered to HCPS according to the timeline established in this RFP.

c. HCPS requires a solution that enables school-based technology support technicians to re-image all or portions of a computer image from the master student or staff image.

4. Image Requirements:

The Successful Offeror shall provide the image(s) following HCPS’ customized image requirements and specifications. The image should include, at a minimum:

1. Windows 10 Enterprise Licensed Operating System

b. Management/Security Software

i. Remote client administration, asset management and software distribution of/to client machines.

ii. Server-based management must be able to manage the client OS’s access to applications, settings and preferences which are currently controlled with a combination of Client Management software and Active Directory group policies.

iii. Server-based installer/updater that pushes and removes software packages on an individualized basis to clients over wireless connections, currently implemented using Configuration Manager, with collection management performed by HCPS’s custom software, including automatic redeployment of assigned software after reimaging.

1. Client-based software that monitors and reports to a centralized database every application’s launch to the OS (currently monitored by Configuration Manager) – end user ability to launch applications is determined by admin configurable rules.
2. Client-based firewall security protection software.
3. Licensing for anti-virus, malware and spyware protection software. Currently using MS Endpoint Protection, which is monitored thru Configuration Manager.
4. Configuration such that student user’s network account can only be accessed from that user’s assigned laptop however, unassigned laptops or kiosk type desktops require login capability from all users.
5. Lightspeed client and user agent internet filtering software (licensing provided by HCPS).
6. Remote monitoring software which enables administrators at each school location to view the “screen” and communicate with each active student computer in the building (currently implemented using CrossTec Remote Control).
7. Configuration that supports student installation of minimal home printer drivers to print. Solution should not compromise computer security controls preventing installation of any other software or running other software from newly created printer directories.
8. Configuration that supports complete disabling of camera equipment outside of school network. Camera activation must be controlled only by launch of specific web conferencing solution while on school network. All Video, snapshot and recording capability must be disabled when camera is de-activated.
9. Offerors must provide configuration that supports prevention of loading unauthorized extensions on students’ computers.
10. Configuration that supports the active wireless connection of the computer to the HCPS network that student user cannot disable.
11. Configuration that supports the notification; then restart or shutdown of targeted user computers on a fixed number of hours or on an as needed case by system administrators.
12. Configuration that supports user-initiated mechanism for computer check-in for newly released HCPS software packages.
13. Proposed devices should support file and disk level enterprise end point encryption solutions, for example Bit Locker.
14. General Applications

Microsoft Office 2016 or higher for students and teachers.

1. Photo and video editing software
2. Cross Platform Folder/File Compression & Expansion Utility (capable of expanding zip and stuffit files)
3. Web Browser- latest versions of Internet Explorer and Chrome
4. Multimedia Players: Windows Media Player and iTunes
5. Software to support Java applications
6. Database software
7. Promethean – ActivDriver, ActivInspire, ActivEngage, ActiView
8. Assessment/Testing Applications – Primarily TestNav8, NWEA, Respondus Lockdown Test Browser, Certiport/Console 8, W!SE
9. Device Drivers/Plug-ins
10. Flash
11. Shockwave
12. Dell Security Password DLL
13. Windows Media Player
14. Adobe Reader
15. Java
16. Silverlight

j. Any other HCPS-provided software or web browser configuration settings (licensing provided by HCPS), including but not limited to:

See **Appendix A**: HCPS Currently Supported Software

k. Successful Offeror shall provide to HCPS, as part of this contract, copies of all software media and software licenses required to support the System, and shall remain responsible for the purchase, delivery, and documentation of software licensing, including licenses required to support additional units purchased under this agreement.

5. Image Installation Requirements

a. The hostname of each computer shall be assigned using a specified naming convention. (Student example: School Inventory Code-Graduation Year-Username i.e. 11-13-doej) (Teacher example: School Inventory Code-Username i.e. 11-jdoe). This data shall be provided to the Successful Offeror according to the anticipated schedule in this RFP.

b. Load HCPS approved images on equipment prior to delivery. The method and licensing for loading the image is the responsibility of the Successful Offeror, and must be made available to HCPS technical personnel, including school-based technicians, for HCPS-initiated re-imaging. It must be networkable, scalable and compatible with our current infrastructure.

c. The method for loading the image must render a usable system with all configuration and customization steps completed prior to delivery to HCPS.

d. 100% of imaged units shall be tested to verify that all software and hardware components are fully functional prior to delivery to HCPS.

e. Any units delivered to HCPS that are not fully functional shall be replaced within 24 hours of notice at no cost to HCPS.

f. The imaging process shall include the ability to configure the BIOS to HCPS specifications.

g. Final setup of the standard student and staff images, once the hardware has been imaged, must accommodate the automatic creation of unique settings and policies applicable to each school.

**F. Delivery Requirements**

1. Successful Offeror must coordinate delivery with HCPS to ensure timely deliveries to each school site, in accordance with the approved implementation plan and delivery schedule.

2. Successful Offeror shall provide detailed paper and electronic history and tracking reports on equipment installed as required for the duration of the lease. These requirements include, but are not limited to the following:

a. lease/order number

b. model number

c. serial number

d anti-theft tag number

e. name of student/staff member

f. student/employee number

g. student/staff location

h. student/employee username

i. name of person signing off on installation

j. computer condition and notation of damage specifics

k. actual data elements of the report(s) will be defined prior to the first order. HCPS will provide the Successful Offeror with assignment information according to the schedule established in this document.

3. The Successful Offeror shall tag each computer with the student/teacher name and location, and anti-theft tag utilizing bar code technology. Provided that computer hardware remains in good working order, the Offeror shall be prepared to support the storage and distribution of the computers each year of the lease. The student/staff assignment information will be provided to the Successful Offeror according to the schedule established in this RFP.

4. Teacher laptops shall be delivered to HCPS first, with student laptops to follow, according to the schedule in this document.

5. The Successful Offeror shall be responsible for any costs and logistics required to return the units leased in accordance with this RFP.

**G. Asset Inventory – Laptops/Servers**

1. The Successful Offeror shall be required to maintain a database for inventory and repair tracking that includes at a minimum the following information:

a. Serial Number

b. Make

c. Model

d. Anti-theft tag number

e. Time and date stamped event and assignment tracking of laptop throughout the imaging, setup, pickup, repair, and delivery processes.

f. Historical status thru both user and asset including but not limited to the following:

i. Issued

ii. Assigned

iii. Collected

iv. Lost/Stolen

v. Inactive

vi. Recovered

vii. Asset Locked

2. The Successful Offeror is responsible for updating the serial number on the logic board in instances where the logic board has been replaced.

3. Permanent ID Solution for Laptops/Chargers/Servers: A permanent anti-theft tag labeling the equipment as specified by HCPS shall be required with an 800 number phone service to assist in recovery of lost/stolen assets.

4. Asset Inventory Reporting:

a. Prior to System acceptance, the Successful Offeror shall be required to

furnish and provide detailed electronic and soft copies of the inventory

file via an industry standard database connection such as SQL

including, at a minimum, the information listed in section D above.

1. The electronic version shall be a delimited, flat file or other agreed mechanism. Updated copies of the electronic file shall be produced daily (at a minimum) and provided in a location accessible to HCPS via SFTP or similar protocol.

c. Sample copies of reports shall be included with proposal response.

5. To ensure HCPS is able to track (physically locate and identify) a laptop, charger, or server while outside the custody of HCPS technical staff, it is envisioned that the barcode or other identification tag would be clearly accessible. The Offeror-provided inventory database should have fields that allow electronic tracking of the laptop or server by scanning and data entry to determine where it is in process per the inventory database. For example, when the laptop is undergoing imaging or repair, HCPS personnel with access would be able to enter the appropriate identification and determine the status of the computer at that time.

6. The Successful Offeror shall provide the ability for HCPS to control the tiered user-based security model.

7. The solution will be externally accessible via an industry standard database connection such as SQL.

**H. Warranty – Laptop/Peripherals/Servers**

1. **Damage to Units**

HCPS requests Offerers provide a solution for unlimited accidental damage incidents as has been the case in past engagements. Offerors must provide a complete description of the accidental damage warranty process including the use of 3rd party vendors. HCPS will be responsible for all costs associated with intentional vandalism to the unit.

The Successful Offeror shall be responsible for ALL warranty and ALL accidental damage repairs at no additional cost to Henrico County Public Schools.

a. Internal components as well as batteries, power adapters, keyboards, monitors/screens, docking stations, speakers, microphones, cameras and wireless cards shall be included in the comprehensive coverage of the laptop computers with full replacement throughout the term of the lease.

b. If the unit requires four or more of the same warranty repair within one school year, HCPS will consider this as a “lemon”, and the Successful Offeror must replace it with a new unit.

c. In cases of *intentional* vandalism, the Successful Offeror agrees to repair the unit to its original condition or replace the unit of like kind at no expense to the Successful Offeror. HCPS will be responsible for all costs associated with *intentional* vandalism to the unit.

d. HCPS shall determine when actions are considered intentional.

**2. Warranty: Support/Repairs – Laptops only**

a. The Successful Offeror must provide a repair facility in the Greater Richmond area to provide pickup, repair, and delivery on a 24-48 hour turn-around on all covered repairs. Details on the proposed repair facility must be included in the response.

b. The Successful Offeror shall stock and deliver all customer-installable parts to include, but not limited to, items such as batteries, adapters and keyboards.

c. The existing repair process begins with a local determination regarding the need for repair. This occurs at each school’s help-desk, manned by trained students and staff.

When a laptop is determined to need a repair, the service provider is notified electronically through vendor-provided solution accessible by one HCPS helpdesk technician at each school, and the 24-48, hour vendor-provided repair service level agreement begins.

d. Common parts must be stocked and on hand, at the local repair facility, in an amount equal to support 5% of the units in service under the terms of the awarded contract.

i. This includes but is not limited to logic boards, display components, hard drives, screens, etc.

ii. For customer-installable parts to be replaced by HCPS technical staff at each high school, the Successful Offeror shall be responsible for stocking an amount equal to support 1% of the units in service at that location.

iii. A mechanism for defective part return and replenishment shall also be established.

e. Under parameters of the 4-year lease, the contract shall include:

i. the replacement of ALL batteries during the summer refresh at the end of Year 2.

ii. AC adapters and cords will need to be provided annually to replace lost and damaged hardware.

iii. The Offeror will provide 3,000 AC adapters and cords at the end of year 1 during the summer refresh.

iv. 5,000 AC adapters and cords at the end of years 2 and 3 under during the summer refresh.

v. Other battery and AC adapter replacements due to defects or other conditions covered by warranty shall not affect this provision.

f. The Successful Offeror must provide monthly repair reports and other detailed reports as required to HCPS designated personnel.

i. These reports will be used to assist in planning, training and evaluation of the initiative program.

ii. The successful Offeror shall provide sample reports in their response to the RFP.

g. The Offeror shall describe the warranty that is included with their proposal and include:

i. the duration of the warranty,

ii. when the warranty period begins,

iii. and a statement of the fact that the warranty covers ALL repairs, with the exception of intentional vandalism.

h. The unit serial number/service tag must remain software-accessible throughout the duration of the lease. Applicable repairs (i.e. logic/system board replacements) must include the “flashing” of this data back into the unit.

i. The Successful Offeror will visit each high school location every day to drop off repaired units and pick up units needing repair. This schedule shall be observed on all HCPS business days between the first and last days of the school year. The Successful Offeror shall also be responsible for any transportation necessary to support the summer refresh process.

j. Docking stations and monitors shall be covered under 24 hour on-site repair and parts service as well as next business day hardware and software technical support and assistance for certified IT staff.

k. Servers and attached storage shall be covered under 4-Hour 7x24 on-site service with emergency dispatch as well as 7x24 hardware and software technical support and assistance for certified IT staff.

**I. Summer Refresh Program**

Each summer, student laptops will be collected by the Successful Offeror to repair damages and address warranty and accidental damage issues. At that time, the computers are refreshed, to include re-imaging of all units, including reassignment based on information provided by HCPS and hardware repair following a HCPS-approved process.

* 1. Hardware repair will include the replacement of parts, which, by virtue of cracks, chips, or other flaws, may cause harm (i.e. cuts, shocks, etc.) to the user, as determined by HCPS.
  2. The Refresh must include the disk and file encryption solution referenced in this RFP.
  3. A battery replacement of all devices shall occur at the Year 2 Summer Refresh.
  4. A thorough cleaning of the laptops shall occur to include removing any stickers or labels, cleaning the exterior case, screen and keyboard and ports.
  5. HCPS requires the Successful Offeror to provide this service each summer during the contracted period based on an HCPS provided schedule. Units must be returned to the assigned schools at least 2 days prior to their scheduled deployment date.

J. Project Management/Staffing

All project tasks to be performed under the terms of this contract and relevant to the successful implementation of the System and management of this project will be assigned by the Director of Technology of HCPS. After contract/lease signing, Successful Offeror will work with HCPS to identify and interview the required staffing positions outlined below:

1. The Successful Offeror shall assign a dedicated, on-site Project Manager subsequent to the contract award with substantial specific contract implementation experience in implementing the solution for the term of the contract. The project manager will act as a liaison for HCPS in coordinating the services between vendors associated with the initiative on-site in Henrico County for the term of the contract.

2. The Successful Offeror shall provide a Systems Engineer (SE) subsequent to the contract award, with substantial specific contract implementation experience in architecting and the solution. This SE shall be on-site in HCPS during the Implementation Phase (April-October) and during mutually agreed upon regular intervals at a pre-determined hourly/daily rate for the term of the contract.

3. Client and server support for HCPS designated technology staff available 24X7 with unlimited incidents with a four-hour response time for hardware and operating system inquiries. In the event of a wide spread virus or malware attack, the Successful Offeror shall provide expedited on-site support until the problem is solved.

4. The Successful Offeror shall provide a team of system engineers of the product line (including OS and hardware), server line (including OS and hardware), and wireless system (including OS and hardware). A minimum of quarterly, 3-day visits per school year shall be provided upon the request of the HCPS Technology Director.

1. Microsoft Enterprise Support Agreement which adheres to the VITA/MSA terms and conditions.

K. Training

The Successful Offeror shall provide both Operational Technology and Instructional Technology Trainers subsequent to the contract award, with substantial specific contract implementation experience in architecting and the solution. Trainers shall be available on-site in HCPS during the Implementation Phase (April-October) and during mutually agreed upon regular intervals at a pre-determined hourly/daily rate for the term of the contract.

* + - 1. Operational Technology training;

a. Hardware/OS troubleshooting

b. Home connectivity

c. Repair procedures for proposed systems - Minimum: Four 4-hour training classes for all High School Technology Support Technicians (TSTs)

d. Client administration - Minimum: Four 4-hour training classes for all High School TSTs

e. Server and storage administration

f. Configuration management solution

* + - 1. Instructional Technology training;

The Successful Offeror must provide Professional Learning support to the Instructional Support & Instructional Technology Resource Teachers (ITRTs). At minimum, the professional learning proposed by the successful Offeror shall include:

* 1. Dedicated professional learning support over the life of the contract. This should include a train-the-trainer model where resources and materials are provided by the Successful Offeror.
  2. An on-site hourly/daily rate for training after the initial professional development phase. HCPS reserves the right to assign the number of staff to be trained during each paid training session.

d. Offerors should come with a developed professional learning model and proven examples of how their professional learning program supported the division's learning model.

L. Program Analysis and Support

HCPS continues to work to improve student learning and student achievement. The effective use of technology in the classroom is a critical component to that success. The Offeror’s program management team should be prepared to meet semi-annually with designated HCPS staff to review hardware, software, systems, processes and procedures in place to support the initiative in schools.

M. Disposal

The Successful Offeror shall provide for the collection and disposal of broken or obsolete equipment and parts resulting from this RFP, both during the term and at the end of the contract. This will include removal and disposal of equipment and hard drive sanitation at no cost to HCPS. Certificates of destruction must be provided. Recycling of batteries and disposal of hazardous components shall be in compliance with Commonwealth of Virginia and Federal standards. This information shall be provided as part of the proposal response.

In addition, Offerors are encouraged to propose a mechanism to compensate HCPS at the end of the lease period to forego exercising its contractual right to purchase the assets for $1.00. This mechanism should compensate HCPS for the value of the assets, which the Successful Offeror will retain title to, and take possession of, in the event HCPS agrees to forego exercising its purchase option at the end of the lease.

**N. Evaluation Units**

1. ALL Offerors shall submit two (2) laptops, each with a docking station, 20” monitor, keyboard and mouse for evaluation by HCPS prior to and no later than the RFP due date/time of 3:00 p.m., December 15, 2016. Laptops and other devices shall be delivered to the physical address of the **County of Henrico, Purchasing Division, 8600 Staples Mill Road, Henrico, VA 23228.**
2. Evaluation devices will be subject to destructive testing (drop test from both a desk and carry height) and may be returned in a nonworking condition.
3. The Offeror must be available to provide same day response during the evaluation period. The Offeror must provide a contact person to provide technical support to the evaluation team. Include the contact person’s name, address, phone, and email with the laptops delivered.
4. Failure to provide proposed evaluation units with the proposal submittal may result in the rejection of the Offeror’s proposal. HCPS must be able to retain the evaluation units through the final award of the contract.
5. Upon the completion of the evaluation and/or testing by HCPS, the Offeror shall be notified and will be responsible for the pick-up/return freight of the samples. If return arrangements are not confirmed within seven (7) calendar days after notification from the Purchasing Office that samples are available for return, the Purchasing Office reserves the right to dispose of said samples.

**O. System Acceptance**

Offeror should provide detailed information with their proposal submittal as to the processes that will be established to ensure successful implementation, testing and final system acceptance. System Final Acceptance Testing shall be conducted in accordance with the implementation plan that is agreed to and incorporated as part of the contract documents and shall occur no earlier than September 30, 2017.

**P. Current Infrastructure**

**1. Network**

All student/staff laptops communicate to the HCPS network via wireless access points that are strategically located throughout each location. Cisco access points are used in all sites. While staff laptops may also access this wireless subnet, staff may physically connect to the wired network (Ethernet) for any work involving grades or other confidential information. Information on the wireless subnet is limited to web-based Internet access, server file shares, and selected services hosted at the central data center, including email. (Students do not have HCPS-provided email accounts.)

All access points and all client devices connect back to an IDF (Intermediate Distribution Facility), which have Cisco Layer 2 Switches. All IDFs connect back to the MDF (Main Distribution Facility) via fiber and connect to a Cisco Layer 3 Switch.

The wide area network is comprised of a series of Comcast ENS (Ethernet Network Services) high-speed telecommunication lines. Two hundred megabit lines serve all elementary schools, 300 meg service to middle schools and 400 meg service to high schools. Our ISP connection consists of two 4-GB Comcast circuits.

**2. Internet Filtering**

Internet filtering for the district is handled by Lightspeed nextgen appliances. All Internet traffic is routed from individual schools to the centralized Technology Center where it passes through the Lightspeed nextgen appliances, then to the Internet through the connection provided. The Lightspeed nextgen appliances employ proprietary methods to identify and block connection attempts to access websites that are deemed inappropriate for the school district. Mobile filter client-based software is installed on the laptop computers to ensure the filtering occurs both on and off the HCPS network. HCPS will continue to provide the filtering solution, but the Successful Offeror must integrate with the existing Lightspeed filtering solution and any successors.

**3. Remote Monitoring**

Monitoring of the existing Windows student laptops is performed using CrossTec Remote Control. Administrator laptops are configured with a monitoring client that leverages a school-based server gateway. Student computers are registered on the gateway when joining the school network. School administrators connect to the wired, administrative Virtual Local Area Network (VLAN) to monitor students on the wireless VLAN. Student computers cannot connect to nor monitor any student or staff computers.

**4. Existing Software Applications**

The Technology Data Center houses a host of centralized Windows servers and a large virtual environment. HCPS utilizes Active Directory as the central repository for user accounts and Windows machine accounts. Office 365 is used as the main messaging and mail system. Email clients in use are Outlook or Web based Office 365 portal. Power School is our current Student Information system and Schoology is our current Learning Management platform.

**Q. ISP Service for Home**

HCPS faces challenges providing Internet service at home for families which fall below the current annual poverty line, as determined by federal guidelines for student eligibility for free and reduced lunch. HCPS will entertain recommendations for solutions. Pricing for the proposed solution should be a separate line item in the pricing proposal.

**R.        Professional Services**

Services must be provided to ensure all systems are operational, based on an HCPS provided schedule, prior to the beginning of the 2017-2018 school year.  Successful Offerors should plan on providing enough support to complete all tasks between **June 15, 2017 – August 15, 2017.**

Professional Services to be provided by the Successful Offeror include, without limitation and at no additional cost to HCPS:

1.         Delivery, Racking of new Equipment and Removal of Old Equipment

a.         Deliver and setup Equipment Cabinet Racks

b.         Install Server & Storage equipment into equipment cabinet rack

c.         Connect all power and Networking cables to equipment and Server Farm Layer 3 switch

d.         Remove old equipment from school and deliver to HCPS Warehouse

2.         ESXi Host Build Out

a.         Install latest hardware firmware updates

b.         Install ESXi Hypervisor

c.         Install any updates and patches

d.         Configure Host Name and Networking to HCPS specifications

e.         Configure Remote Access Card (RAC) to HCPS specifications

f.          Configure Virtual Server Switch to HCPS specifications:

                        i.        VLAN Port Groups:

                        ii.        Vmotion

                        iii.        Management Network

                        iv.        ISCSI VMKernal Ports in support of ISCSI attached Device.

3.         Storage Device

a.         Install latest hardware firmware updates

b.         Configure Host Name and Networking

c.         Create Volumes

d.         Migrate data from old volumes to new storage device

4.         VMGuest Provisioning.  Migrate existing VM’s from old to new ESXi host.

5.         Design meeting to identify and document HCPS specifications:

a.         ESXi Host Provisioning

b.         Storage Provisioning

c.         Networking

d.         Equipment Deployment Strategy

e.         VM Migration Strategy

f.          Data Migration Strategy

**S.        Deployment**

1. Perform site surveys of each location for delivery of equipment.

2.         Provide a deployment/distribution depot to accept new equipment, asset tag, enter into an inventory management system, Image and deliver based on an HCPS provided schedule.

**V. ANTICIPATED SCHEDULE:**

The following represents a tentative outline of the process currently anticipated by the County.

|  |  |
| --- | --- |
| Request for Proposals distributed | November 10, 2016 |
| Advertised in newspaper | November 13, 2016 |
| Questions due no later than | November 28, 2016 |
| Receive written proposals, accompanied by two (2) proposed laptops each with a docking station, 20”monitor, keyboard, and mouse. | No later than  December 15, 2016, 3:00 p.m. |
| Review of written proposals by Henrico County officials | January 2017 |
| Conduct oral interviews and negotiations with selected Offeror(s) | January 19, 2017 |
| Award of RFP HCPS School Board | February 23, 2017 |
| Contract Fully Executed | April 3, 2017 |
| HCPS will provide teacher image specifications to the Successful Offeror | March 17, 2017 |
| Successful Offeror must provide laptops with teacher image for testing, | March 24, 2017 |
| HCPS approves laptops with final teacher image | March 24, 2017 |
| HCPS will provide staff assignment information for laptops to the Successful Offeror | March 24, 2017 |
| Teacher laptops to be delivered to HCPS for deployment to teachers with tags and images installed | April 14, 2017 |
| Asset Inventory Reporting begins, with daily information extracts | April 1, 2017 |
| HCPS will provide student image specifications to the Successful Offeror | April 28, 2017 |
| Successful Offeror must provide laptops with student images for testing, | May 19, 2017 |
| Server hardware arrives at HCPS | May 19, 2017 |
| Docking stations, monitors, keyboards and mice arrive at HCPS | May 19, 2017 |
| HCPS approves laptops with final student images | May 26, 2017 |
| HCPS will provide student assignment information for laptops to the Successful Offeror | June 16, 2017 |
| Successful Offeror must provide all student laptops for imaging, | June 23, 2017 |
| Server installs and configurations complete | June 30, 2017 |
| Student laptops to be delivered to HCPS for deployment to students with tags and images installed | Aug 18, , 2017 |
| Office computers imaged, deployed and room setups complete | Aug 18, 2017 |
| Completed inventory database of delivered units | Aug 18, 2017 |

**VI. COUNTY RESPONSIBILITIES**:

Henrico County Public Schools has designated a Project Manager for all work performed under this contract. The Project Manager shall coordinate the work, and shall have the authority to make decisions in writing binding their respective employers on matters within the scope of the contract.

**VII. GENERAL CONTRACT TERMS AND CONDITIONS:**

1. **Annual Appropriations**

It is understood and agreed that the contract resulting from this procurement (“Contract”) shall be subject to annual appropriations by the County of Henrico, Board of Supervisors. Should the Board fail to appropriate funds for this Contract, the Contract shall be terminated when existing funds are exhausted. The Successful Offeror (“Successful Offeror” or “contractor”) shall not be entitled to seek redress from the County or its elected officials, officers, agents, employees, or volunteers should the Board of Supervisors fail to make annual appropriations for the Contract.

**B. Award of the Contract**

1. The County reserves the right to reject any or all proposals and to waive any informalities.

2. The Successful Offeror shall, within fifteen (15) calendar days after Contract documents are presented for signature, execute and deliver to the Purchasing office the Contract documents and any other forms or bonds required by the RFP.

1. The Contract resulting from this RFP is not assignable.
2. Notice of award or intent to award may also appear on the Purchasing Office website: <http://henrico.us/purchasing/>

**C. Collusion**

By submitting a proposal in response to this Request for Proposal, the Offeror represents that in the preparation and submission of this proposal, said Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1 et seq.) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

**D. Compensation**

The Successful Offeror shall submit a complete itemized invoice on each delivery or service that is performed under the Contract. Payment shall be rendered to the Successful Offeror for satisfactory compliance with the Contract within forty-five (45) days after receipt of a proper invoice.

**E. Controlling Law and Venue**

The Contract will be made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflicts of law principles. Any dispute arising out of the Contract, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

**F. Default**

1. If the Successful Offeror is wholly responsible for a failure to perform the Contract (including, but not limited to, failure to make delivery of goods, failure to complete implementation and installation, and/or if the goods and/or services fail in any way to perform as specified herein), the County may consider the Successful Offeror to be in default. In the event of default, the County will provide the Successful Offeror with written notice of default, and the Successful Offeror shall provide a plan to correct said default within 20 calendar days of the County’s notice of default.

2. If the Successful Offeror fails to cure said default within 20 days, the County, among other actions, may complete the Contract work through a third party, and the Successful Offeror shall be responsible for any amount in excess of the Contract price incurred by the County in completing the work to a capability equal to that specified in the Contract.

**G. Discussion of Exceptions to the RFP**

This RFP, including but not limited to its venue, termination, and payment schedule provisions, shall be incorporated by reference into the Contract documents as if its provisions were stated verbatim therein. **Therefore, Offerors shall explicitly identify any exception to any provisions of the RFP in a separate “Exceptions to RFP” section of the proposal so that such exceptions may be resolved before execution of the Contract.** In case of any conflict between the RFP and any other Contract documents, the RFP shall control unless the Contract documents explicitly provide otherwise.

**H. Drug-Free Workplace to be Maintained by the Contractor** (Va. Code § 2.2-4312)

1. During the performance of this Contract, the contractor agrees to (i) provide a drug-free workplace for the contractor’s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

2. For the purposes of this section, *“drug-free workplace”* means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

**I. Employment Discrimination by Contractor Prohibited**

1. During the performance of this Contract, the contractor agrees as follows (Va. Code § 2.2-4311):

(a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

1. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing subparagraphs (a), (b), and (c) in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

**J. Employment of Unauthorized Aliens Prohibited**

Any contract that results from this Request for Proposal shall include the following language: "As required by Virginia Code §2.2-4311.1, the contactor does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986."

**K. Indemnification**

The Successful Offeror agrees to indemnify, defend and hold harmless the County of Henrico (including Henrico Public County Schools), the County’s officers, agents and employees, from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys’ fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County’s sole negligence.

**L. Insurance Requirements**

The Successful Offeror shall maintain insurance to protect itself and Henrico and Henrico’s elected officials, officers, agents, volunteers and employees from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from the provision of goods and/or services under the Contract, whether such goods and/or services are provided by the Successful Offeror or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. **(Attachment A).**

**M.** **No Discrimination against Faith-Based Organizations**

The County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

**N. Offeror's Performance**

1. The Successful Offeror agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the Contract.

2. The Successful Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

3. The Successful Offeror shall cooperate with Henrico officials in performing the Contract work so that interference with normal operations will be held to a minimum.

4. The Successful Offeror shall be an independent contractor and shall not be an employee of the County.

**O. Ownership of Deliverable and Related Products**

1. The County shall have all rights, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and/or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including, without limitation, unlimited rights to use, duplicate, modify, or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person, including the Successful Offeror, from doing so.

To the extent that the Successful Offeror may be deemed at any time to have any of the foregoing rights, the Successful Offeror agrees to irrevocably assign and does hereby irrevocably assign such rights to the County.

2. The Successful Offeror is expressly prohibited from receiving additional payments or profit from the items referred to in this paragraph, other than that which is provided for in the general terms and conditions of the Contract.

3. This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches, in the best interest of the County.

**P. Record Retention and Audits**

1. The Successful Offeror shall retain, during the performance of the Contract and for a period of five years from the completion of the Contract, all records pertaining to the Successful Offeror’s proposal and any Contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including the Successful Offeror’s copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; Contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Offeror’s normal working hours.

2. County personnel may perform in-progress and post-audits of the Successful Offeror’s records as a result of a Contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

**Q. Severability**

Each paragraph and provision of the Contract is severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

**R. Minority-, Woman-, Service Disabled Veteran-Owned, Small Businesses and Employment Services Organizations**

It is the policy of the County of Henrico to actively seek out and provide contracting opportunities to minority-, woman-, service disabled veteran-owned, small businesses and employment services organizations in procurement transactions made by the County.

The County strongly encourages all suppliers to respond to Invitations for Bids and Request for Proposals and supports the use of minority, woman-, service disabled veteran-owned, small businesses and employment services organizations for sub-contracting opportunities.

All formal solicitations are posted on the Commonwealth of Virginia eVA the County’s internet site at <http://henrico.us/purchasing> and may be viewed under the Bids and Proposals link. Construction related solicitations are located on eVA and County internet sites and on eBid at [www.ebidexchange.com/henrico](http://www.ebidexchange.com/henrico).

**S. Subcontracts**

No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Successful Bidder desires to subcontract some part of the work specified in the contract, the Successful Bidder shall furnish the County the names, qualifications, and experience of the proposed subcontractors.

The Successful Bidder shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.

**T. Taxes**

1. The Successful Offeror shall pay all county, city, state and federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price between Henrico and the Successful Offeror, as the taxes shall be solely an obligation of the Successful Offeror and not of Henrico, and Henrico shall be held harmless for same by the Successful Offeror.

2. Henrico is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

**U. Termination of Contract**

1. The County reserves the right to terminate the Contract immediately in the event that the Successful Offeror discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

2. Failure of the Successful Offeror to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the County.

3. Notwithstanding anything to the contrary contained in the Contract between the County and the Successful Offeror, the County may, without prejudice to any other rights it may have, terminate the Contract for convenience and without cause, by giving 30 days’ written notice to the Successful Offeror.

1. If the County terminates the Contract, the Successful Offeror will be paid by the County for all scheduled work completed satisfactorily by the Successful Offeror up to the termination date.

**V.** **County License Requirement**

If a business is located in Henrico County, it is unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your proposal submission. If your business is not located in the County, include a copy of your current business license with your proposal submission. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

1. **Environmental Management**

The Successful Offeror shall comply with all applicable federal, state, and local environmental regulations.  The Successful Offeror is required to abide by the County’s Environmental Policy Statement:

<http://henrico.us/pdfs/hr/risk/env_policy.pdf> which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation.  The Successful Offeror shall be properly trained and have any necessary certifications to carry out environmental responsibilities. The Successful Offeror shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

**X. Safety**

1. The Successful Offeror shall comply with and ensure that the Successful Offeror’s personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract. The Successful Offeror shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Successful Offeror.

2. Each job site shall have a supervisor who is competent, qualified, or authorized on the worksite, who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and is capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Offeror’s personnel from the work site.

3. In the event the County determines any operations of the Successful Offeror to be hazardous, the Successful Offeror shall immediately discontinue such operations upon receipt of either written or oral notice by the County to discontinue such practice.

**Y. Authorization to Transact Business in the Commonwealth**

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership or other business form shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.

2. An Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission. (Attachment D) Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the Offeror is not required to be so authorized.

3. An Offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Purchasing Director, his designee, or the County Manager.

4. Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.

5. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.

**Z. Payment Clauses Required by Va. Code § 2.2-4354**

Pursuant to Virginia Code § 2.2-4354:

1. The Successful Offeror shall take one of the two following actions within seven days after receipt of amounts paid to the Successful Offeror by the County for all or portions of the goods and/or services provided by a subcontractor: (a) pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or (b) notify the County and subcontractor, in writing, of the Successful Offeror’s intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror that is a proprietor, partnership, or corporation shall provide its federal employer identification number to the County. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror who is an individual contractor shall provide his/her social security numbers to the County.
3. The Successful Offeror shall pay interest to its subcontractors on all amounts owed by the Successful Offeror that remain unpaid after seven days following receipt by the Successful Offeror of payment from the County for all or portions of goods and/or services performed by the subcontractors, except for amounts withheld as allowed in Subparagraph 1. above.
4. Pursuant to Virginia Code § 2.2-4354, unless otherwise provided under the terms of the Contract interest shall accrue at the rate of one percent per month.
5. The Successful Offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
6. The Successful Offeror's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in Virginia Code § 2.2-4354 shall not be construed to be an obligation of the County. A Contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

**AA. Contact with Students**

Offerors shall certify that any of their employees who will provide services under the Contract resulting from this procurement and will be in direct contact with Henrico County Public School students: (1) has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (2) such person has not been convicted of a crime of moral turpitude. Offerors shall cause any of their subcontractors to provide the same certification described herein with regard to the subcontractors’ employees.

**Henrico County cannot award a contract to an Offeror that does not complete the Attachment D as part of their proposal/submission.**

**BB. Conduct**

1. Fraternization between supplier and teachers or students is strictly prohibited.
2. Use, consumption, and/or possession of any controlled substance, substances considered to be illegal, and alcohol are strictly prohibited on school grounds.
3. Cigarette smoking is prohibited on school grounds.
4. Use of vulgar, suggestive or abusive language or gestures is strictly prohibited on school grounds.
5. Use of radios/stereos or other noise producing equipment shall not be used. No weapons of any kind are allowed on school grounds.

**VIII. PROPOSAL SUBMISSION REQUIREMENTS**:

1. The Purchasing Division will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
2. All erasures, interpolations, and other changes in the proposal shallbe signed or initialed by the Offeror.
3. The Proposal Signature Sheet **(*Attachment B***) must accompany any proposal(s) submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Division requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
4. The proposal, the proposal security, if any, and any other documents required, shall be

enclosed in a sealed opaque envelope. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.

* 1. The time proposals are received shall be determined by the time clock stamp in the Purchasing Division. Offerors are responsible for insuring that their proposals are stamped by Purchasing Division personnel by the deadline indicated.
  2. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
  3. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.
  4. **Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F). (Attachment C)**
  5. A proposal may be modified or withdrawn by the Offeror any time prior to the time and date set for the receipt of proposals. The Offeror shall notify the Purchasing Division in writing of its intentions.

1. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
2. Modified and withdrawn proposals may be resubmitted to the Purchasing Division up to the time and date set for the receipt of proposals.
3. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred twenty (120) days thereafter.
4. The County welcomes comments regarding how the proposal documents, scope of services, or drawings may be improved.  Offerors requesting clarification, interpretation of, or improvements to the proposal general terms, conditions, scope of services or drawings **shall submit technical questions concerning the Request for Proposal no later than close of business on November 28, 2016 via email to** [**sto05@henrico.us**](mailto:sto05@henrico.us)**.**  Any changes to the proposal shall be in the form of a written addendum issued by the Purchasing Division and it shall be signed by the Purchasing Director or a duly authorized representative.  **Each Offeror is responsible for determining that it has received all addenda issued by the Purchasing Division before submitting a proposal.**
5. All proposals received in the Purchasing Division on time shall be accepted. All late proposals received by the Purchasing Division shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the Contract.

**IX. PROPOSAL RESPONSE FORMAT**:

1. Offerors shall submit a written proposal that present the Offeror’s qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project.
2. The Offeror should include in their proposal the following:

1. Table of Contents – All pages are to be numbered

2. Introduction

Cover letter - on company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal

Proposal Signature Sheet – **Attachment B**

Proprietary/Confidential Information – **Attachment C**

Virginia State Corporation Commission Identification Number Requirement – **Attachment D**

3. In a separate section provide an Executive Summary to include:

a. Response to Scope of Services -**Offerors shall provide a detailed response to each Scope of Work requirement and project management methodology in response to each of the following requirements contained on pages x to x.**. The Offeror shall identify any exceptions, referenced to the paragraph number, in a sub section titled “Exceptions”.

b. Company Profile - Offerors are to present a Company profile that shows the ability, capacity and skill of the Offeror, their staff, and their employees to perform the services required within the specified time.

c. References - provide a minimum of three (3) references on **Attachment F**, who could attest to the Offeror’s past performance to provide services similar to those required for the contract. The list should include contact persons and telephone numbers. Offerors may not use Henrico County as one of their references.

d. **Sub-consultants** - Information on any sub-consultants that is necessary to provide the services required. Provide name, experience, address, telephone number and qualifications**. (If Applicable)**

e. Implementation Schedule – Provide detailed information on proposed Offeror resources required for successful completion of the project. In addition, identify any necessary County resources that will be required.

f. Provide copies of any services contracts to be executed in final agreement. Provide copies of all lease/purchase documents in this section

g. Provide copies of warranty agreements

h. Provide information on (something about product testing stats)

i. Identify any software licensing required by HCPS and provide samples of software licensing agreements.

j. Provide a sample of a test and acceptance plan describing the typical test procedures and acceptance criteria based on the system being proposed.

k. State that the firm, if selected, will be available for oral presentations and negotiations on January 19, 2017.

l. Provide a statement regarding the firm’s independence with respect to the County of Henrico and the firm’s approach to and conduct during this project.

m. Provide detailed information on training calendars, syllabus and resumes of instructors who will provide the training.

n. Provide detailed information regarding the proposed training facility including physical location. Also include details regarding the collection and disposal of broken or obsolete equipment and parts both during the term and at the end of the contract.

o. provide samples of the following reports:

1) Asset inventory reports in accordance with requirements

2) Repair status reports

4. Fiscal Stability – Provide evidence of your firm’s current fiscal stability as part of the Offeror’s proposal submission.

5. Previous Projects – Provide evidence of your firm’s ability to complete projects within specified completion dates. In addition, include evidence of past project costs, project scheduling performance – to include project start and end dates, change orders requests and other information related to other projects of similar size and scope.

1. Project Management Approach for project of this size, scope and duration.
2. Fee Schedule – Offerors will provide an annual payment option for a four-year lease purchase agreement. **(Attachment I).** Pricing should include at a minimum the cost for the lease purchase agreement, all hardware, software, implementation costs, training, warranty/repairs, project management, inventory system, required support services and any other optional services required by HCPS. Hourly rates for all staff assigned to the project. Pricing should also include all items such as professional time, travel or any other project related expenses. Offeror shall provide amortization schedules for the lease term.

8. Assumptions - List any assumptions made when responding to the Scope of Services requirements.

9. Exceptions – list any exceptions to the Scope of Services in a separate section of the Offeror’s proposal response and mark section as “Exceptions”.

10. Appendices – are optional for Offerors who wish to submit additional material that will clarify their response

**X. PROPOSAL EVALUATION/SELECTION PROCESS**:

A. Offerors are to make written proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services.

* 1. Selection of the Successful Offeror will be based upon submission of proposals meeting the selection criteria. The minimum selection criteria will include:

|  |  |
| --- | --- |
| EVALUATION CRITERIA | WEIGHT |
| Functional Requirements   * Extent to which the proposed hardware and software meet the RFP’s functional requirements * Compliance with the RFP’s technical requirements * Extent of modifications required to meet requirements | 30 |
| Implementation Services   * Project Approach * Project Plan and Schedule * Project Management * Project Team * Integration * Training * System Acceptance * Current Workload and ability to complete required work within HCPS schedule * Inventory control | 20 |
| Experience and Qualifications of Firm   * Installations (number and size) in k-12 environment * Financial Stability of Firm * References | 15 |
| Experience and Qualifications of Proposed Staff   * Resumes of proposed staff * Team organization and amount of experience as a team | 10 |
| Pricing   * Base hardware costs * Lease payment * Buyout option * Time and Materials hourly rate schedule * Lease interest costs | 20 |
| Quality of proposal submission/oral presentations | 5 |
| TOTAL | 100 |

1. Selection will be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror, which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified that the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror’s proposal as negotiated.

**ATTACHMENT A**

**INSURANCE SPECIFICATIONS**

The Successful Offeror shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Vendor, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia. The Certificate shall show the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than “A-“ with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the insurer shall agree to give the County 30 days notice of its decision to cancel coverage.

**Workers’ Compensation**

Statutory Virginia Limits

Employers’ Liability Insurance - $100,000 for each Accident by employee

$100,000 for each Disease by employee

$500,000 policy limit by Disease

**Commercial General Liability - Combined Single Limit**

$1,000,000 each occurrence including contractual liability for specified agreement

$2,000,000 General Aggregate (other than Products/Completed Operations)

$2,000,000 General Liability-Products/Completed Operations

$1,000,000 Personal and Advertising injury

$ 100,000 Fire Damage Legal Liability

Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage, unless given the scope of the work this requirement is waived by Risk Management.

**Business Automobile Liability** – including owned, non-owned and hired car coverage

Combined Single Limit - $1,000,000 each accident

**Technology Errors & Omissions** – $1,000,000 per occurrence, aggregate

NOTE 1: The commercial general liability insurance shall include contractual liability.  The contract documents include an indemnification provision(s).  The County makes no representation or warranty as to how the Vendor’s insurance coverage responds or does not respond.  Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Vendor’s responsibilities outlined in the contract documents.

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with Excess/Umbrella Liability, must total $3,000,000 per occurrence. This insurance shall apply as primary and non-contributory with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

NOTE 3: Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers’ compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

**ATTACHMENT B**

**PROPOSAL SIGNATURE SHEET**

**Page 1 of 2**

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal (“RFP”).

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

|  |
| --- |
| LEGAL NAME OF OFFEROR (DO NOT USE TRADE NAME): |
|  |
| ADDRESS: |
|  |
|  |
| SIGNATURE: |
| NAME OF PERSON SIGNING (print): |
| TITLE: |
| TELEPHONE: |
| FAX: |
| E-MAIL ADDRESS: |
| DATE: |

**Attachment B**

**Page 2 of 2**

**Legal Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW.**

**(Check all that apply.)**

**SUPPLIER REGISTRATION** – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? **□ Yes □ No**

**□ SMALL BUSINESS**

**□ WOMEN-OWNED BUSINESS**

**□ MINORITY-OWNED BUSINESS**

**□ SERVICE DISABLED VETERAN**

**□ EMPLOYMENT SERVICES ORGANIZATION**

**□ NON-SWAM (Not Small, Women-owned or Minority-owned)**

**If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE**

**definitions**

For the purpose of determining the appropriate business category, the following definitions apply:

***"Small business"*** means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of $10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

***"Women-owned business"*** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

***"Minority-owned business"*** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

**"Minority individual"** means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

***"Service disabled veteran business"*** means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

**"Service disabled veteran"** means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

***“Employment services organization”*** means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

**ATTACHMENT C**

**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF FIRM/OFFEROR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4342.F in writing, either before or at the time the data or other material is submitted.  The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary.  The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.  In addition, a summary of proprietary information submitted shall be submitted on this form.  The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.  If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

|  |  |  |
| --- | --- | --- |
| SECTION/TITLE | PAGE NUMBER(S) | REASON(S) FOR WITHHOLDING FROM DISCLOSURE |
|  |  |  |
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|  |  |  |

**ATTACHMENT D**

**VIRGINIA STATE CORPORATION COMMISSION (SCC)**

**REGISTRATION INFORMATION**

**The Bidder or Offeror:**

□ is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **-OR-**

□ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

□ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror’s out-of-state location) **-OR-**

□ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder’s/Offeror’s current contacts with Virginia and describes why whose contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1‑757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals: □

**ATTACHMENT E**

**DIRECT CONTACT WITH STUDENTS**

**BID/PROPOSAL RESPONSE**

Name of Bidder/Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to Va. Code § [22.1-296.1](http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+22.1-296.1), prior to awarding a contract for the provision of services that require the contractor, his employees (or subcontractors) to have **direct contact with students**, the school board shall require the contractor and any employee who will have direct contact with students, to provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude.

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the Contract to provide such services and, when relevant, the revocation of any license required to provide such services.

**As part of this submission, I certify that the employees of, or subcontractors to, the above mentioned contractor that will be providing services to the School Board under the resulting Contract (i) will have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and/or (ii) will not have been convicted of a crime of moral turpitude. Furthermore, I understand that the duty to certify is ongoing and extends to future employees and employees of subcontractors for the duration of the Contract.**

*Signature of Authorized Representative*

*Printed Name of Authorized Representative*

*Printed Name of Vendor (if different than Representative)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date*

**SUBMIT THIS FORM WITH PROPOSAL**

**ATTACHMENT F**

**VIRGINIA STATE CORPORATION COMMISSION (SCC)**

**REGISTRATION INFORMATION**

**The Bidder or Offeror:**

□ is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **-OR-**

□ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

□ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offer or’s out-of-state location) **-OR-**

□ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder’s/Offeror’s current contacts with Virginia and describes why whose contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1‑757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals: □

**ATTACHMENT G**

**RFP # 16-1286-11CS**

**SUBMITTAL OF REFERENCES**

**Reference #1**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #2**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #3**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMIT THIS FORM WITH PROPOSAL**

**Attachment G**

#### Resumes for Key Staff

Responding vendor must provide resumes and relative work history for key staff proposed for this project. A reporting diagram must be in included in your response. This includes but is not limited to the following positions.

**Project Manager:**

|  |  |
| --- | --- |
| **Project Manager** | **Vendor Name:** |
| Name |  |
| # Years Project Management Experience |  |
| Briefly describe 3 projects of comparable size, type (integration of multiple vendor’s software, support services, etc.) complexity, where served as a PM |  |
| Approximate begin and end dates of each project |  |
| Approximate project cost |  |
| Describe knowledge and experience related to K12 technology implementations |  |
| Education/Training/Certifications |  |
| References |  |
| Define the time devoted to the referenced projects |  |
| Define role and responsibility related to the referenced projects |  |
| Define the projected time this individual will be devoted to this project |  |
| Define the role and responsibility for this individual as it would relate to this project |  |

**Attachment G**

#### Resumes for Key Staff

Please copy as many times as necessary.

#### Training Staff

|  |  |
| --- | --- |
| **Training Staff** | **Vendor Name:** |
| Name |  |
| # Years Training Experience |  |
| Briefly describe 3 projects of comparable size, type (integration of multiple vendor’s software, support services, etc.) complexity that demonstrate successful experience. |  |
| Approximate begin and end dates of each project |  |
| Describe knowledge and experience related to K12 technology implementations |  |
| Education/Training/Certifications |  |
| References |  |
| Define the time devoted to the referenced projects |  |
| Define role and responsibility related to the referenced projects |  |
| Define the projected time this individual will be devoted to this project |  |
| Define the role and responsibility for this individual as it would relate to this project |  |

**Attachment G**

#### Resumes for Key Staff

Please copy as many times as necessary.

#### Systems Engineer

|  |  |
| --- | --- |
| **Systems Engineer** | **Vendor Name:** |
| Name |  |
| # Years Systems Engineer experience |  |
| Briefly describe 3 projects of comparable size, type (integration of multiple vendor’s software, support services, etc.) complexity, where served as team leader. |  |
| Approximate begin and end dates of each project |  |
| Approximate Project Cost |  |
| Describe knowledge and experience related to K12 technology implementations |  |
| Education/Training/Certifications |  |
| References |  |
| Define the time devoted to the referenced projects |  |
| Define role and responsibility related to the referenced projects |  |
| Define the projected time this individual will be devoted to this project |  |
| Define the role and responsibility for this individual as it would relate to this project |  |

**Attachment G**

#### Resumes for Key Staff

Please copy as many times as necessary.

#### Other Key Staff

|  |  |
| --- | --- |
| **Other Key Staff** | **Vendor Name:** |
| Name |  |
| # Years Experience |  |
| Briefly describe 3 projects of comparable size, type (integration of multiple vendor’s software, support services, etc.) complexity that demonstrates successful experience. |  |
| Approximate begin and end dates of each project |  |
| Approximate Project Cost |  |
| Describe knowledge and experience related to K12 technology implementations |  |
| Education/Training/Certifications |  |
| References |  |
| Define the time devoted to the referenced projects |  |
| Define role and responsibility related to the referenced projects |  |
| Define the projected time this individual will be devoted to this project |  |
| Define the role and responsibility for this individual as it would relate to this project |  |

**ATTACHMENT H**

**Henrico County Public Schools**

**High Schools & Central Office**

|  |  |
| --- | --- |
| **SCHOOL** | **ADDRESS** |
| Deep Run | 4801 Twin Hickory Rd, Glen Allen, VA 23059 |
| Freeman | 8701 Three Chopt Rd, Richmond, VA 23229 |
| Glen Allen | 10700 Staples Mill Rd, Glen Allen, VA 23060 |
| Godwin | 2101 Pump Rd, Richmond, VA 23238 |
| Henrico | 302 Azalea Ave, Richmond, VA 23227 |
| Hermitage &ACE | 8301 Hungary Spring Rd, Richmond, VA 23228 |
| Highland Springs & ACE | 15 S. Oak Ave, Highland Springs, VA 23075 |
| Tucker | 2901 Parham Rd, Richmond, VA 23294 |
| Varina | 7053 Messer Rd, Richmond, VA 23231 |
| AVR | 2204 Mountain Rd, Glen Allen, VA 23060 |
| Central Office | 3820 Nine Mile Rd, Henrico, VA 23223 |

**ATTACHMENT I**

**PRICING**

**RFP #16-1286-11CS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Company Name:** | **Device:** |  |  |  |
| **Item** | **Device and Peripherals** | **Quantity** | **Unit Price** | **One time cost** | **Yearly: 4 year lease** |
| 1 | Laptops – Teachers, Staff | 1,725 | $ - | $ - | $ - |
| 2 | Laptops – Students | 16,900 | $ - | $ - | $ - |
| 3 | Laptops – Libraries | 145 | $ - | $ - | $ - |
| 4 | Docking Stations | 1,725 | $ - | $ - | $ - |
| 5 | 20” Monitors & Peripherals – Staff & Library Workstations | 125 | $ - | $ - | $ - |
| 6 | Chargers & Cord Replacement | 13,000 | $ - | $ - | $ - |
| 7 | Laptop Cable Locks | 145 | $ - | $ - | $ - |
| 8 | Battery Refresh | 18,770 | $ - | $ - | $ - |
| 9 | Laptop Support/Maintenance/Warranty | 18,770 | $ - | $ - | $ - |
| 10 | Laptop Accidental Damage Warranty | 18,770 | $ - | $ - | $ - |
| 11 | Laptop Asset Tags | 18, 770 | $ - | $ - | $ - |
| 12 | Remote Monitoring Software | 1 | $ - | $ - | $ - |
| 13 | Depot Mgmt. Solution | 1 | $ - | $ - | $ - |
| 14 | Multi-Pack Laptop boxes (5 slot minimum) | 3,400 | $ - | $ - | $ - |
| 15 | Document Synchronization | 1 | $ - | $ - | $ - |
| **Device & Peripherals Total** | |  |  | **$ -** | **$ -** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Server, External Storage** | | **Quantity** | **Unit Price** | **One time cost** | **Yearly: 4 year lease** |
| 1 | Servers | 22 | $ - | $ - | $ - |
| 2 | Processor: | Per Core | $ - | $ - | $ - |
| 3 | Memory: | 22 | $ - | $ - | $ - |
| 4 | SD Card to run VMWare | 22 | $ - | $ - | $ - |
| 5 | Servers attached storage (14TB minimum) | 11 | $ - | $ - | $ - |
| 6 | PDU for racks | 22 | $ - | $ - | $ - |
| 7 | Install & Configure Servers (Rack and Power) | 22 | $ - | $ - | $ - |
| 8 | Install & Configure Back end Storage (Rack and Power) | 11 | $ - | $ - | $ - |
| 9 | Install PDUs (Rack and Power) (sites) | 22 | $ - | $ - | $ - |
| 10 | Install HCPS provide UPS | 22 | $ - | $ - | $ - |
| **Server, External Storage Total** | |  |  | **$ -** | **$ -** |
| **Implementation Services** | | **Quantity** | **Unit Price** | **One time cost** | **Yearly: 4 year lease** |
| 1 | Implementation, Deployment Laptops & Peripherals | 18,770 | $ - | $ - | $ - |
| 2 | Implementation, Project Manager | 1 | $ - | $ - | $ - |
| 3 | Implementation, Systems Engineer | 1 | $ - | $ - | $ - |
| 4 | Implementation, Operational Trainer | 1 | $ - | $ - | $ - |
| 5 | Implementation, Instructional Trainer | 1 | $ - | $ - | $ - |
| 6 | Implementation, Enterprise (server build) | 22 | $ - | $ - | $ - |
| 7 | Implementation, Enterprise (shared storage build | 11 | $ - | $ - | $ - |
| 8 | Implementation, Professional Services |  | $ - | $ - | $ - |
| **Implementation Services Total** | |  | **$** | **$** | **$** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SERVICES** | | **Quantity** | **Unit Price** | **One time cost** | **Yearly: 4 year lease** |
| 1 | Project Manager | 1 | $ - | $ - | $ - |
| 2 | Systems Engineer | 1 | $ - | $ - | $ - |
| 3 | Summer Refresh (after year 1) | 16,900 | $ - | $ - | $ - |
| 4 | Summer Refresh (after year 2) | 16,900 | $ - | $ - | $ - |
| 5 | Summer Refresh (after year 3) | 16,900 | $ - | $ - | $ - |
| 6 | Disposal (includes laptops & servers) | TBD | $ - | $ - | $ - |
| 7 | Compensation to HCPS to Forego the Purchase Option at the End of the Lease |  | $ - | $ - | $ - |
| 8 | Microsoft Enterprise Support Agreement | District Wide License | $ - | $ - | $ - |
| **Services Total** | |  |  | **$ -** | **$ -** |

**APPENDIX A – HCPS Approved Software List**

**NET**

**A+ Suite Software**

**Acces The Teacher's Database**

**ActivDriver x64**

**ActiView**

**ActivInspire**

**ActivOffice**

**Adobe Acrobat Pro XI**

**Adobe InDesign Plugin - Balfour**

**Adobe Photoshop Elements 8.0**

**Adobe Premier Elements 8.0**

**Alice 3.1**

**All the Right Type v3.7**

**American Red Cross Babysitting**

**Android Studio**

**ArcGIS 10.2.2**

**ArcMAP (DNRGPS)**

**Arduino 1.6.4**

**Audacity 2.0.3**

**AutoDesk 2016 Modules - 3ds max Design, AutoCAD, Inventor Professional, Revit**

**AutoDesk 2016 Modules - AutoCaD2016, Inventor Professional2016, Revit2016, 3ds Max Design2016**

**AverVision Sphere**

**Blackboard Collaborate**

**Blender 2.71**

**C.a.R Metal**

**CamStudio**

**Captivate**

**Capture Wiz Pro**

**CaRMetal-Zirkel**

**CDX Plus Online Launcher**

**CEV Multimedia (Sports Management)**

**ChildPlus (online program)**

**Cisco Anywhere Connect**

**Cisco WebEx Meeting**

**Citrix receiver**

**Cn3D 4.3**

**ComicLife 2**

**ComicLife 3**

**CoWriter - SOLO**

**Creative Cloud Enterprise**

**CrossTec Remote Control**

**Decisions: A Career Simulation**

**Dell Webcam software**

**DimensionU Games**

**DimensionU Graphics Driver E5400 X32**

**DimensionU Graphics Driver E5400 X64**

**Discovering French - Blue**

**Discovering French - Nouveau! Take Blanc**

**Discovering French - Nouveau! Take Rouge**

**Discovering French - Companion Software**

**DNRGPS**

**Draft Builder-SOLO**

**Drivers Ed Simulation software**

**Dropbox**

**Easy Lobby Software**

**Eclipse Standard**

**Edmark Reading Program Level 1 & 2**

**eMapshops HS 64-bit**

**eMapshops MS 64-bit**

**Epson Easy Interactive Tools**

**Fathom 2.11**

**Filemaker Pro 10**

**Filemaker Pro 10.0.3**

**FileMaker Pro 11**

**Finale Notepad 2012**

**Firefox 25**

**FitPro**

**Flash Player - ActiveX and PPAPI**

**Follett Brytewave Reader**

**Formulator Tarsia**

**Fountas & Pinnell Benchmark Assessment System**

**GameMaker8.1**

**GeoGebra**

**Geometer's Sketchpad 5**

**GMetrix**

**Google Drive**

**Google Drive for Enterprise**

**Google Drive Plugin**

**Graph4.2.2**

**Greenfoot**

**Huion 610 Pro Driver**

**Icecream Screen Recorder**

**Inspiration 7.6 and 8.0b**

**Java SE JDK 7 Update 25 with Netbeans 7.3.1**

**Java v8u91**

**Jcreator Pro**

**JDK 8u5 64-bit (Java Development Kit)**

**jGrasp**

**JMP Statistical Discovery**

**joinme**

**KGFonts**

**Kidspiration**

**Knowledge Matters - Personal Finance**

**Knowledge Matters - Retail**

**Knowledge Matters - Virtual Business**

**Kuta Infinite Algebra 1; Kuta Infinite Algebra 2**

**Labquest Emulator 1.5**

**LegoMindstorm V.2.1**

**LoggerPro ~ Vernier ~ 3.8.5**

**LoggerPro ~ Vernier ~ v 3.8.6.1 - with Movies**

**MakeTheArgument2**

**Mastering the Basic Math Facts in Multiplication and Division**

**MathType 6.5a**

**Mavis Beacon**

**Mercury - latest version on website**

**MicroPace**

**Microsoft Expression Web**

**Microsoft Expressions Encoder 4**

**Microsoft Mathematics**

**Microsoft Project 2003**

**MicroType 5.0**

**Mulimedia Logic**

**My Community Challenging to Succeed Socially within their Everyday Lives**

**NetBeans IDE 7.3.1**

**No Limits Coaster Simulator**

**Notepad++**

**NWEA Lockdown browser**

**On Your Own 2015**

**Opera 15**

**Orbiter 2010**

**Outlook Plugin for Thompson West Matter Room**

**ParaPro Driver**

**Pasco Datastudio**

**Pencil**

**Perrla - citation software**

**Perrla - citation software**

**Photostory3**

**Pixie 2**

**Pixie2**

**Polar WebSync**

**Prezi**

**ProScope**

**Putty**

**Python 2.7.3**

**Pyware-3D**

**Quiz Show**

**ReadOutLoud6 - SOLO**

**Real Player Cloud**

**Reality Works Baby Control**

**RefGrab-It**

**Safari 5.1.7**

**Scratch 1.4**

**Sibelius 7.5**

**Sight Reading Factory**

**Sketchup 2014**

**SketchUp Pro 8**

**Skype 6.3**

**SmartMusic**

**Spill! (online team challenge)**

**SplashTop**

**Spotlight on Vocabulary Level 1**

**Stellarium x64**

**Stellarium x86**

**Studio One Artist 2**

**TestGen 7.6.3**

**TestNav8 v1.5.2.0**

**The Print Shop**

**TI-84 SmartView**

**Ti-89 Emulator**

**Trusteer Rapport**

**Type to Learn 4**

**Unity 5.2**

**Vineland II**

**Visio Pro 2013**

**Visual Studio 2013**

**VPython**

**Wabbit TI-84 Emulator**

**Webber Ask & Answer WH Questions**

**Webber HearBuilder - Following Directions**

**Webber HearBuilder - Hear it! Say it! Learn it!**

**Webber HearBuilder - Phonolgical Awareness**

**Webber Interaction - WH Questions Level 2**

**West Point Bridge Builder**

**Winocular**

**Winplot**

**WJ III NU Compuscore and Profiles Program**

**Write-N-Cite**

**Ziggi HD USB Document Camera**

**Zoom Meeting Client**