



**Gilmer Independent School District  
Request for Proposal – Mobile Teaching Device  
Due: January 6, 2021 10:00 am central time**

DATE	EVENT
9 Dec 2020	Release RFP
10 DEC – 4 JAN	Vendor Questions – all questions and answers will be on website
6 JAN 2021	Final Proposals Due 10:00 am
14 JAN 2021	Recommendation to select Vendor
1 March 2021	Interactive Touch Displays Last Delivery Date

**Proposal Contact:** Rusty Ivey  
 Director of Technology  
[iveyr@gilmerisd.org](mailto:iveyr@gilmerisd.org)

### I. Announcement of Request for Proposals

The Gilmer Independent School District (hereinafter referred to as “GISD” or the “District”) is soliciting proposals from vendors to provide Mobile Teaching Devices for 100 teachers in the district. Proposals are due by **10:00 am (local time) on Wednesday, January 6, 2021** and should be mailed or hand delivered to:

Gilmer ISD Administration  
 Attn: Beverly Bobo  
 Mobile Teaching Device  
 500 S. Trinity St  
 Gilmer TX 75644

### II. Background & Purpose

Gilmer ISD has implemented interactive touch panels at its High School teachers and mobile computing devices to drive the learning experience. Following the success of these devices, GISD intends to complete a purchase for the one hundred (100) remaining teaching classrooms in the district with additional computing devices and accessories.

### III. Terms and Conditions

A. Board Reservations. The GISD expressly reserves the right to reject any or all proposals or portions thereof, to waive any informalities or irregularities in the proposals received, and to accept that proposal or portions thereof which are in the best interest of GISD.

B. Delivery. Mobile teaching computers must be delivered no later than March 1, 2021. Any delay in scheduling this delivery date must be communicated immediately. Delivery Trucks will need a lift gate. Delivery includes unloading at GISD site. The address on the purchase order is not the delivery address. GISD

administration and technology is in building transition and will need to coordinate with the delivery company at the time of the delivery.

C. Signed reliability/performance guarantee.

Vendor will be required to provide an “Accountability Guarantee” for replacement of broken or unreliable equipment at no cost to GISD. This written and signed guarantee must be included with the proposal forms along with a manufacturer guarantee.

D. Equipment Classification.

All equipment/accessories proposed on this contract must be **NEW**. GISD will not accept equipment classified as remanufactured, refurbished, rejuvenated, restored, updated, off lease or like new.

#### IV. General Product Specifications

- A. GISD prefers Microsoft Surface Pro 7 12.3” Core i5 8GB/ 128 (or 256)
- B. Surface Pro Type Cover with Keyboard and Trackpad
- C. Microsoft Extended Service Plan 3-year.
- D. Pen Device
- E. GISD will entertain other devices that meet the same criteria and specifications.

#### V. Proposal Format

A. Preface - The proposer shall provide an Executive Summary of one (1) page, which gives, in brief, concise terms, a summation of the proposal.

B. Proposal - The vendor’s proposal shall be organized in the following format and informational sequence:

1. *Preface*. No more than one page summary of the proposal.

2. *Summary of Experience*. Full name and address of the Proposer submitting the proposal and brief summary of the Proposer’s corporate experience and individual experience for the personnel who will provide this product or service and a description of the company’s intended method(s) of support. (*appendix D*)

3. *Scope of Service*. A description of services and capabilities as outlined in the Terms and Conditions and General Product Specifications sections of this RFP. Clearly state any exceptions taken to the specification of this RFP or any conditions of the proposals.

4. *Specification Information (appendix A)*. Detailed information about the proposed panel should be indicated in the spaces provided. Additional pages can be attached if necessary.

5. *Financial Information (appendix B)*. This section shall contain the cost and warranty and include a straightforward, concise delineation of the Proposer’s

fees to satisfy the requirements of this RFP.

6. *References (appendix E)* A list of at least (3) references from current customers that have made large volume purchases similar in scope to this GISD procurement shall be provided. References should be from other K-12 school districts. Each reference must contain the reference's name, e-mail address, physical address, telephone number, and point of contact.

## VI. Evaluation Criteria

A. The award will not necessarily be made to the vendor submitting the lowest priced proposal. Award will be made to the firm submitting the best responsive proposal satisfying GISD's requirements, price, and other factors considered. GISD will evaluate each vendor's proposal in the areas listed below:

Rating Scale		
50 Points	Value	Cost of devices, accessories and warranty.
30 Points	Associated services	Additional included services that are part of the proposal and any associated costs. Include services such as imaging, configuration and asset tagging, ect.
20 Points	Cost of additional accessories requested	Requested or suggested added

The committee evaluating the proposals submitted in response to this RFP will contact any contractors if it is necessary to clarify or elaborate on their solution on Jan 12, 2021. The main person to contact should be listed on the proposal with a cell number and email available.

## C. General Instructions

Read the entire contents of the solicitation and respond with a complete and accurate proposal. Failure to do so may be grounds for disqualification of your offer.

State the manufacturer, trade and/or brand name and model that the proposal commits to provide for each item.

Vendors may make written inquiries concerning this solicitation to obtain clarification of the requirements. Questions shall be submitted via the website no later than January 4, 2021. Questions received by this deadline and corresponding answers will be included on the website for RFP at: <http://rfp.gilmerisd.org> Only questions

submitted.

Submit one proposal for each computing devices; DO NOT COMBINE multiple computers on a single proposal.

Appendices:

A – Specification Information: (add any features not mentioned if applicable)

B – Financial Information (add any add on options if available)

C – Optional – any additional information

D – Summary of Experience

E - References

## Appendix A – Specification Information

Specification	Response
Computer Manufacturer Name	
Computer Model Number	
Screen Size (in inches diagonal)	
CPU	
GB Ram	
GB ssd	
Operating System	
Additional Features	
Included warranty years and process (describe in detail)	
Additional software included	
Any included Training / Certifications	

## Appendix B – Financial Information

Financial	Unit Price
Cost per device: QTY 100/each	
Delivery Fee (total fee)	
Surface Pro Type Cover (100); cost per each	
Surface Pen (100); cost per each	
Extended Service Plan – 2 additional years (100); cost per each	
Associated Services (explain each and cost per each)	
Any available training and associated fees; explain in detail.	

**Appendix C – Optional Additional Information**

## Appendix D – Summary of Experience

Information	Response
Vendor Company Name	
Sales Representative Name	
Sales Representative Cell Number	
Vendor Company Address	
Summary of Previous Experience	
Method of Support – please describe the exact process to follow	

## Appendix E – References

<b>1. Information</b>	<b>Response</b>
Name of Reference	
School District Name	
Direct contact information (cell and email)	
Description of work performed	

<b>2. Information</b>	<b>Response</b>
Name of Reference	
School District Name	
Direct contact information (cell and email)	
Description of work performed	

### Appendix E – References (continued)

3. Information	Response
Name of Reference	
School District Name	
Direct contact information (cell and email)	
Description of work performed	

**GILMER INDEPENDENT SCHOOL DISTRICT**

**FELONY CONVICTION NOTIFICATION**

The Texas Education Code, Section 44.034(a) states that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of the felony.

Furthermore, Section 44.034(b) states that a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

Lastly, Section 44.034 (c) states that this section does not apply to a publicly held corporation.

- ( ) My firm is a publicly held corporation, therefore this requirement is not applicable.
- ( ) My firm is not owned nor operated by anyone who has been convicted of a felony.
- ( ) My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name: \_\_\_\_\_  
Description of conduct resulting in a felony: \_\_\_\_\_

Name: \_\_\_\_\_  
Description of conduct resulting in a felony: \_\_\_\_\_

Name: \_\_\_\_\_  
Description of conduct resulting in a felony: \_\_\_\_\_

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been received by me and that the information furnished above is true to the best of my knowledge.

Vendor's Name: \_\_\_\_\_

Authorized Company Official's Name: \_\_\_\_\_

Authorized Company Official's Title: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.008(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.008(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.008, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
 Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
 Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
 Date

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*  
(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.005(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.



# GILMER INDEPENDENT SCHOOL DISTRICT

## Administration Building

500 S. Trinity  
Gilmer, Texas 75644  
(903) 841-7400

## High School

850 Buffalo  
Gilmer, Texas 75644  
(903) 841-7500

## Junior High

111 Bruce St.  
Gilmer, Texas 75644  
(903) 841-7600

## Intermediate School

1623 U.S. Highway 271 N.  
Gilmer, Texas 75644  
(903) 841-7800

## Elementary School

1625 U.S. Highway 271 N.  
Gilmer, Texas 75644  
(903) 841-7700

## HOUSE BILL 89 VERIFICATION

*All fields must be completed*

I, \_\_\_\_\_  
(Person name)

the undersigned representative of \_\_\_\_\_  
(Company or Business name)

(hereafter referred to as Company) being an adult over the age of eighteen (18) years of age, do hereby verify that the Company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the above-named Company, business or individual has with the Gilmer Independent School District.

*Pursuant to Section 2270.001, Texas Government Code:*

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

\_\_\_\_\_  
DATE

**SB 252**

**CHAPTER 2252 CERTIFICATION**

I, \_\_\_\_\_, the undersigned representative of \_\_\_\_\_ (Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the Gilmer Independent School District's Purchasing Department.

\_\_\_\_\_  
Name of Company Representative (Print)

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date