



WorkLink Workforce Development Board

Workforce Innovation and Opportunity Act
Technology Equipment (RFQ)
18-WIOA-07

Issue Date	Friday, November 2, 2018
Deadline for Submissions	12:00PM (EST), December 7, 2018
Technical Assistance	Jennifer Kelly jkelly@worklinkweb.com
Executive Director	Trent Acker

www.worklinkweb.com

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I: GENERAL RFQ INFORMATION

A. Introduction & Purpose

The WorkLink Workforce Development Board (WDB) is seeking bids for computers, printers, and software listed in the scope of request.

B. Funding Available Through this RFQ

It is anticipated that one (1) vendor will be selected.

C. Eligible Organizations

Any private-for-profit, private-nonprofit, or public entity with a minimum twelve (12) months of information technology related experience may submit a bid. Business vendors must have a valid business license at the time of the award of the bid. **The vendor must submit an invoice(s) for payment.**

D. Deadline for Receipt of Proposals

An electronic copy of the bid must be emailed to jkelly@worklinkweb.com no later than 12:00 p.m. (EST) on Friday, December 7, 2018.

Late bids will not be accepted. WorkLink reserves the right to determine the timeliness of all submissions.

E. Technical Assistance

All questions should be directed only to Jennifer Kelly at jkelly@worklinkweb.com or her designee.

Questions regarding this quote must be submitted in writing via email by 12:00 pm (EST) on Thursday, November 29, 2018. No questions or requests for additional information will be accepted after this date and time.

All questions and answers received will be posted to the website at <http://www.worklinkweb.com/welcome/request-for-proposals/> by 12:00pm (EST) on Friday, November 30, 2018.

PLEASE NOTE: Any questions received for which the answer(s) would change the scope of this RFQ or solicitation will be posted on the WorkLink website (www.worklinkweb.com).

F. General Proposal Conditions

1. All costs of quote preparation shall be borne by the applicant. The WDB shall not, in any event, be liable for any expenses incurred by the applicant in the preparation and/or submission of the quote.

2. The applicant shall include the applicant's best terms and conditions. Submission of the bid shall constitute a firm and fixed offer to the WDB that will remain open and valid for a minimum of 90 days from the proposal submission deadline.



3. Nothing contained in this RFQ shall create any contractual relationship between the applicant and the WDB. Selection of applicant as a vendor is not an acceptance of the terms and conditions included in the proposal. Selection is only the beginning of an offer-counteroffer process.

4. The WDB reserves the right to extend the submission deadline. Applicants have the right to revise their proposals in that event.

5. The WDB reserves the right to withdraw this RFQ at any time without prior notice. The WDB makes no representation that any contract will be awarded to any offeror responding to this RFQ. The WDB reserves the right to reject any or all bids and/or items therein. The WDB reserves the right to determine that the RFQ is a “failed competition,” that there are not a sufficient number of satisfactory bids to award the funds. In that case, the WDB may reissue the RFQ to get additional proposals or award the contract on a sole source basis.

6. Proposals shall be reviewed and rated by the WDB as submitted. No changes or additions may be made by the applicant after the deadline for receipt of proposals.

7. If the applicant knowingly and willfully submits false information, the WDB reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false data submitted in response to this RFQ, the WDB reserves the right to withdraw the funding award or terminate that contract.

8. The WDB reserves the right to verify the information in the proposal. If the information in the proposal cannot be verified, and if errors are not willful, the WDB reserves the right to reduce the rating points awarded.

9. Quotes associated with this RFQ must be valid for 90 days. The selected vendor must be willing to invoice WorkLink WDB. All purchase of equipment will occur no later than February 28, 2019.

II. SCOPE OF REQUEST

WorkLink sought out initial pricing for computers, printers, and software that suited our needs in our price range. However, we are formally procuring the technology under this RFQ.

Below is the list of the types of products we are seeking and the quantity of each.

Bidders may quote alternate computers and printers (such as other brands or models). Technical specifications must be comparable or slightly better. The alternate computer/printer quoted must be clearly labelled as an alternative to one of the items below.



Item #	Item Name	Quantity	Item Description	Reason for Purchase
1	Dell Touch Screen Desktop Computers OptiPlex 7460 AIO	24	Desktop Computer includes 23" touchscreen monitors and Microsoft Office products licenses	Computer for public use
2	HP Pagewide Pro 577dw Color Multifunction Business Printer with Wireless and Duplex printing	3	Printer offers speed of laser printers with lower cost per page with print speed of 70 pages per minute	Printer needed for public use
3	HP Office Jet Pro 8740 All in One Wireless Printer with Mobile Printing (K7S42A) Item #483746	4	The HP OfficeJet Pro 8740 all in one printer offers an innovative new design for superb office productivity, more paper capacity and advanced scanning.	Printer needed for staff desks
4	HP Laser Jet Pro M227fdw Multifunction Mono Laser printer	1	Printer allows printing, scanning, copying and faxing with a compact multifunction laser printer that fits into tight workspaces.	Printer need for public use
5	HP 1NW56UT Laptop 250 G6 Intel Core i5 7th Gen 7200U (2.50 GHz) 4 GB Memory 500 GB HDD Intel HD Graphics 620 15.6" Windows 10 Pro 64-Bit	8	Fully functional computers designed for portability and convenience, smaller, weigh less, have fewer components and consume less power. SBUY 250 G6, Intel Core i5-7200U (2.5GHz, up to 3.1GHz, 3MB Cache),4GB 2133 1D, 500GB 7200 2.5, 15.6 LED HD SVA AG, UMA: HD 620, DVD/CD-RW Combo, 802.11 a/b/g/n/ac (1X1); BT 4.2 BT, TPM 2.0, Slot Lock, WDR HD, Win10Pro 64, 4-Cell 41Wh, 1/1/0	laptops for public use
6	HP Office Jet 250 All-In-One Portable Printer with Wireless & Mobile Printing (CZ992A) and HP 62XL High Yield Black Ink Cartridge (CZP05AN#14)	5	Portable all-in-one printer. Main functions of the printer include scan, copy, fax, and easy portable printing.	portable printer for offsite use
7	MS Office Licenses for Dell laptop Computers	15	The latest version of MS Office products includes, Word, Excel, PowerPoint - Home and Student edition; 1 time download, no subscription	MS Word for public use
8	HP Chromebook x360 11-ae020nr Laptop, 11.6" Touch Screen, Intel Celeron N3350, 4GB Memory, 32 GB eMMC, Chrome OS Item #564105	4	The portable computer features Bluetooth® and wireless technologies to enable use without plugging in a bunch of cables, and the 4GB of memory, 32GB eMMC and Chrome OS help you get more done during a busy day.	Tablets for public use

WorkLink's intent is to purchase all items from one vendor. However, we reserve the right to purchase by item based on cost/reasonableness/technical specifications quoted.



Where applicable/possible warranties and details should be quoted, including shipping, taxes for 29631, and other related costs.

WorkLink prefers one-time purchase of MS Office on all computers listed as needing MS Office. MS Office products – Word is required. Excel and PowerPoint should be included where possible.

III. CONTRACT/FISCAL POLICIES

A. Method of Contracting

A contract will not be necessary under this procurement.

Contractors will be required to enter into a Contract with WorkLink WDB's Administrative Entity, the SC Appalachian Council of Governments ("COG"). Although the WDB will not sign vendor contract forms, elements of the latter contract may be incorporated in the WorkLink Contract as additional terms and conditions if approved by the COG.

B. Cost/Price Reasonableness

The price (and or cost) must be determined by the WDB to be reasonable and competitive. Quotes should include all warranties, shipping & handling, and estimated taxes.

IV. INSTRUCTIONS FOR COMPLETING AND SUBMITTING QUOTE

A. General Instructions

- One electronic copy of the quote must be submitted. Subject line of email must read "Quotes – SC Works Technology Equipment."
- Quotes may be combined into one document as long as each item is clearly marked within the document. Please reference each quoted product by the "item #" listed in the Scope of Request. Clearly label each product as "Alternative" if a different product is quoted than shown on the list.
- Quotes must include detailed breakdown of price (unit cost, unit shipping/handling, unit estimated taxes for zip code 29631) and any applicable discounts by quantity of items quoted OR overall discount for purchase of all technology.
- Quotes should be on company letterhead.
- Quotes should be valid for 90 from the closing of the quote on December 7.

B. Submission Assurance

By submitting a quote to WorkLink WDB, the vendor is stating that they are willing to invoice our administrative entity SC Appalachian Council of Governments for all products purchased and that the quote is good for no less than 90 days from December 7.

V. FUNDING RECOMMENDATION PROCESS AND EVALUATION CRITERIA

A. Funding Recommendations Process

The funding recommendations process is as follows:

1. Acceptance for Review

Only quotes received by the deadline shall be accepted and reviewed. Proposals submitted that are substantially incomplete, or use unauthorized forms may be termed "unrateable" and not reviewed.

2. Contents Review

Quotes received by the deadline and accepted for review shall be ranked and scored according to the criteria listed in this RFQ.



B. Evaluation Criteria

Evaluation of quotes will be based on a competitive selection process. Evaluation criteria is as follows:

1. *Technical Specifications Met* - 25 Points

Products meet at a minimum the technical specifications originally priced or slightly better.

2. *Overall Product Quality* - 35 Points

Products proposed will be rated on the quality, ease of use, ADA compliance, warranties, and availability/cost of replacement parts and maintenance if needed

3. *Cost Reasonableness* - 40 Points

Applicant's proposed costs will be reviewed to determine that costs are reasonable and competitive with other applicants.

VI: RFQ Timeline of Events

- A. Friday, November 2, 2018 – RFQ issued
- B. Thursday, November 29 (12:00pm) – Technical Assistance deadline
- C. Friday, November 30 by 5:00pm – Questions and Answers posted to website
- D. Friday, December 7 by 12:00pm – Proposals due
- E. Monday, December 10 – Proposal reviews begin
- F. Friday, December 14 – Executive Committee of the Board votes on Technology Equipment
- G. Monday, December 17 – Enter negotiations with bidder and issue letters to unsuccessful bidders
- H. Wednesday, December 19 – Purchase of Technology Equipment begins
- I. Thursday, February 28, 2019 – Technology equipment purchase ends

