

RE: INVITATION TO BID

Mosaica Education, Inc. and the Mosaica Managed Schools (MMS) are seeking competitive bids to provide computer systems (Servers, Backup, routers, switches) and related IT equipment and operating software (laptops, desktops, printers, software products) to our upcoming new Charter schools and to update our existing managed Charter schools nationwide. All bids should be forwarded to:

Attn: Adam Boudreaux

Chief Information Officer

Mosaica Education, Inc.

3400 Peachtree Road Suite 550

Atlanta GA 30326

Said bids shall be received on or before Monday, June 2, 2014, by 2 pm EDT.

Bids shall be submitted according to the RFP specifications enclosed herein. In addition, all bids shall be submitted in a sealed envelope marked with the bid label provided, showing 2013-14 Information Technology bid.

Mosaica Education, Inc. and the Mosaica Managed Schools reserve the right to reject any bids without limitation. Mosaica Education, Inc. reserves the right to make said bid award as it determines to be in the best interest of Mosaica and its partnered schools.

Sincerely,

Adam Boudreaux

Chief Information Officer

Enclosures

|  |  |
| --- | --- |
| **Mosaica Education, Inc.**3400 Peachtree Road Suite 550 Atlanta GA 30326PH 404-841-2305 FAX 404-841-3988 | **RFP NO. 05-09-2014-IT** |
|  |
| **Commodities**: SERVERS, DESKTOPS, LAPTOPS, TABLETS, ROUTERS, SWITCHES, PERIPHERALS, CARTS, INTERACTIVE WHITE BOARDS, SOFTWARE**Services:** CONFIGURATION, QA, DELIVERY, INSTALLATION, INTEGRATION, FUNDING OPTIONS |
| **Refer ALL Inquiries to**:Adam Boudreaux 404-841-2305 x1040 ORAllen McKune 602-429-9003  | **Bids will be opened:** *Monday, June 2, 2014 2PM, with a review and final decision to be made on or before Friday June 20, 2014* |
|  |
|  |
| Web Sites - Company Main: [www.MosaicaEducation.com](http://www.MosaicaEducation.com)  |

#### NOTICE TO OFFERORS

Include this cover sheet with your proposal.

Sealed proposals, subject to the conditions made a part hereof, will be received at 3400 Peachtree Road Suite 550, Atlanta GA 30326 until 2PM Monday, June 2, 2014. There will be no exceptions.

Proposals submitted via facsimile (FAX) machine in response to this Request for Proposals will **not** be acceptable. **Late bids are not acceptable.**

**IMPORTANT NOTE**: Indicate firm name and RFP number on the front of each sealed
proposal envelope or package using the label provided.

|  |  |
| --- | --- |
| BIDDER:  | FEDERAL ID OR SOCIAL SECURITY NO. |
| STREET ADDRESS: | E-MAIL ADDRESS: |
| CITY & STATE & ZIP:  | TELEPHONE NUMBER: |
| TYPE OR PRINT NAME & TITLE OF PERSON SIGNING | FAX NUMBER: |
| AUTHORIZED SIGNATURE: | DATE: |

**FOR INTERNAL USE ONLY**

Proposal received this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2011, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized representative).

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1. **INTRODUCTION**

Mosaica Education, Inc. and the Mosaica Managed Schools hereby solicit proposals from qualified proposers to provide hardware / consulting / configuration / implementation / integration services to assist in the implementation of LAN/WAN environments in new and existing Mosaica Charter schools. These services are being solicited for the 2014-2015 School Year.

The specifications set forth herein are made available to outline the criteria desired for successful project completion ensuring a quality IT infrastructure for Mosaica Managed Schools. Mosaica Education, Inc. desires to include qualified proposers having the necessary products and expertise to satisfy this bid request. No proposer shall be included or excluded from consideration based upon any other criteria. Mosaica Education, Inc. reserves the right to confer with any and all other clients formerly or currently serviced by each bidder for the purpose of gaining insight into the work habits and performance history of any bidding vendor. It is the desire of Mosaica Education, Inc. to establish and maintain a long-term relationship with the successful bidder in order to best serve the students and stakeholders that will be serviced hereby.

* 1. Request for Proposal (RFP 05-09-2014-IT) packages may be obtained by writing:

 Adam Boudreaux

 Chief Information Officer

 Mosaica Education, Inc.

 3400 Peachtree Road

 Atlanta GA 30326

Request for Proposal (RFP No. 05-09-2014-IT) packages may also be obtained on the Mosaica Education Website, [www.MosaicaEducation.com/rfp](http://www.MosaicaNet.net/rfp).

* 1. The complete listing of subject locations is located in Appendix A of this document and is subject to change at any time. Proposals must be submitted by location and satisfy the document submission requirements of paragraph 1.3 below.
	2. Completed proposals, including an original and two (2) copies, with soft copies (pricing in Excel) on electronic media (CD or memory stick) must be physically in the possession of Mosaica Education, Inc. Information Technology Department at the address listed above by 2PM EDT Monday, June 2, 2014. No exceptions will be made. Advance copies of the RFP responses may be received by email, but will not be considered an official submission until the completed proposal is received per the above parameters.
	3. Written questions concerning this Request For Proposals package may be addressed by two methods: 1) E-mail to Aboudreaux@mosaicaeducation.com and must be received **by May 27, 2014** or 2) Postal mail/UPS/FedEx should be addressed to Adam Boudreaux at the address noted in paragraph 1.1 above and must be received  **by May 27, 2014.** Technical questions should also be directed to Allen McKune, Systems Administrator at amckune@mosaicaeducation.com

This announcement does not commit Mosaica Education, Inc. or any Mosaica-Managed Schools to award a contract or to pay any costs incurred in the preparation of bidder’s proposals. Mosaica Education, Inc., on behalf of the schools, reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. All contracts awarded shall be based upon the proposal(s) deemed most advantageous to the non-profit public charter schools managed by Mosaica Education, Inc., price and other factors considered. Award may be made on the basis of the initial submitters or else discussions may be held with the top proposers. All contracts are subject to the availability of funds.

1. **BACKGROUND**

Mosaica Education, Inc. is headquartered in New York, New York. Our company currently operates 32 public brick and mortar charter schools – 8 in Michigan, 1 in Pennsylvania, 1 in Georgia, 3 in Arizona, 16 in Ohio, 3 in Colorado, as well as virtual public charter academies in California, Colorado, Arizona (2), Ohio and Michigan, plus 1 contract school in Illinois for a total of 39 schools. We currently expect 2 new schools, plus organic growth and technology renewal at many locations (both conventional and virtual). The existing schools vary in size from 100 to 700 students in size and could expand or upgrade technology with the scope of this project.

The new conventional schools are anticipated to have 8 classrooms / 200 pupils to 10 classrooms / 250 pupils. A new virtual school will have a business office and start with 100 students. Expansions of existing schools will vary in size from 50 to 80 students. These facilities may open with a full complement of technology or adopt a phased approach. In either event, facilities will open with the essential server infrastructure and a minimum of administrative and student technology. Later in the school term they would/could scale to a full complement of technology. An example of what the various schools IT models would consist of can be found in Appendix C.

In addition, Mosaica Education buys technology for its corporate needs.

1. **GOAL**

Mosaica Education, Inc., on behalf of the Mosaica Managed Schools, hopes to achieve the following strategic vision:

* Provide the up-to-date, scalable computer hardware and software in support of the Mosaica Educational Model
* Deliver meaningful, accurate and timely advances in technology for student and teacher usage
* Eliminate redundancy of work and effort within the school
* Collect data once, at point of origin, and ensure consistent availability
* Provide appropriate data security
* Provide appropriate Internet-security/content-filtering for the school environment
* Provide high-availability, fault-tolerant systems and services at all levels
* Focus on adopting best practices at each level of technology integration, from the Classroom to the Boardroom.

The bidder will have the ability to provide funding options, based on relationships with the financial community that would assist new schools in securing financing to move forward with the desired technology in a timely manner.

The intent of the Project Team, identified in Appendix B, is to obtain the outlined hardware, software and services with as few modifications as possible. The systems and software, as delivered, are provided to assist in the learning process and should be changed to coincide with educational functionality. Any modifications to any phase of the project will require the approval of the Project Manager or Senior Mosaica IT member, in writing.

1. **OTHER TERMS AND CONDITIONS**
	1. SUBMITTAL OF PROPOSAL

Proposals containing any bulky materials should be packaged together in appropriate packing material and submitted at one time. Proposals will be opened upon receipt and reviewed. The successful proposal(s) will be selected on or before June 20, 2014.

* 1. CHANGES AND WITHDRAWALS

Submitters may submit changes or addenda in writing, signed in original ink by the original proposal signatory, cross-referenced clearly to the relevant proposal section, prior to the closing date. Such changes must meet all the requirements for the proposal. Withdrawal notice must be in writing and received prior to the proposed selection date.

1. **PROPOSAL INQUIRIES**

No negotiations, decisions or actions shall be executed by any Submitters as a result of any oral discussions with any Mosaica, or School employee. Only those transactions which are in writing, signed by the Project Manager listed in Appendix B, or senior Mosaica staff member as listed on same, may be considered as valid. Likewise, Mosaica will only consider communications from submitters which are signed and in writing, or email only from an authorized representative of the company via their corporate email system. Electronic communications via 3rd party free services, such as AOL and MSN, will not be considered valid and not recognized.

* 1. CALENDAR OF EVENTS

The nature of this project requires strict adherence to the project time-line. Deviations will have a significant effect on other vendors and the project as a whole. Completion beyond the scheduled date negatively affects instruction at the school and is to be avoided at all costs. Changes that are necessary due to out of life on product or component constraints, should be referred without delay to the Project Manager, or designated Project member (Appendix B) for discussion and potential approval so as not to adversely impact the deliverables. It is the responsibility of the Submitters to review and fully-understand the calendar of events, as submission of any proposal signifies acceptance of the schedule. Any approved deviations or modifications to the schedule will be made in writing by the Project Manager listed in Appendix B and published on the website.

* 1. PROPOSAL BINDING

All formal proposals shall be binding for a minimum period of ninety (90) calendar days.

* 1. CONTRACT AWARD/PURCHASE ORDER EXECUTION

Each submitter is solely responsible for the accuracy and completeness of their proposal. Errors and omissions may be grounds for rejection, or may be interpreted in favor of Mosaica, the new sites and the Mosaica Managed Schools. Mosaica Education, Inc. reserves the right to reject any and all proposals and to waive any informality. The contents of the proposal offered by the successful proposer may become contractual obligations if a contract ensues or purchase order executed.

The general conditions and specifications of the RFP and the successful Proposer’s response will become part of the contract/purchase order. Failure of the submitters to produce results promised in the proposal may result in the elimination of the Proposer from competition or in contract cancellation or termination.

The successful Proposer may be expected to enter into a contract with either Mosaica Education, Inc. or the Mosaica Managed School. The successful Proposer will be notified in writing at award time as to the nature of the agreement. Proposers may submit its own blank standard contract terms and conditions in the response to this RFP. The submission of a blank contract is not binding in any way to either party and is merely for review in advance of possible contract offering. Contract negotiations, SOW and/or Master Agreements are a complete and separate function and will not be included as part of the proposal submission.

**6.1 HP Proliant DL360 (G8 or latest) - DOMAIN CONTROLLER/ FILE SERVER/ APPLICATION SERVER**

* 1 x Xeon E5-2620V2 / 2.1 GHz or better processor – Rack Mount
* Windows 2012 certified hardware compatibility
* 32GB ECC DDR RAM
* Hard drive - (2) 600 GB - hot-swap - 2.5" SFF - SAS - 10000 rpm - Smart Buy - with HP SmartDrive carrier
* PCI slots for future expansion or functionality
* Internal 24x DVD/CD-ROM
* StarTech.com 2 Port PCI Express SuperSpeed USB 3.0 Card Adapter
* USB adapter - PCIe - USB 3.0 x 2
* Redundant fans, Redundant power supplies
* Dual 10/100/1000T network interface (embedded acceptable).
* Windows 2012 Server MOLP (1 licenses)
* All manufacturer firmware and drivers up to date prior to delivery.
* All Microsoft current service packs applied for operating system/devices
* All manufacturer driver/support disks and manuals provided.
* Delivered FOB destination
* Three-year warranty covering parts and labor on-site
* The requested system must be fully configured prior to shipment with installation, training and setup established separately, except as specified.
* Configuration:  All assemblies installed, functioning, tested and verified.
* ILO Advance license
* VMWARE ESXi 5.5

**6.1.1 DESIRED VALUE-ADDED ADDITIONS**

* Asset tagging provided by hardware vendor.  Asset tagging reflective of owning school as specified in Appendix E.  Inventory information provided to Mosaica
* Manageability Capabilities – SNMP/Web/Console
	1. **FORTINET FIREWALL 100D BUNDLE**
* Integrated, all-in-one security delivers enterprise-class multi-threat protection for small-businesses, remote offices, and home offices.
* Two WAN links for redundant ISP links deliver higher availability with load balancing and failover.
* 2 DMZ links allow isolation of critical outward facing functions such as email for increased security.
* Internal switch ports eliminate need for additional hub, reducing equipment investment and management burden.
* High availability options ensure network availability.
* Available FortiManager and FortiAnalyzer integration simplifies security management, reporting, and analysis while reducing operating expenses.
* FortiGuard Subscription Services deliver automated, real-time, up-to-date protection against security threats and exploits
	1. **N- COMPUTING DEVICE**
* An X-series 350 kit includes vSpace virtualization software, XD2 access devices, and a PCI card. 1 kit will support up to 4 users. This has been the base option. 2 kits will support up to 7 users on a single PC but only if the PC is enhanced.
* An X-series 550 kit includes vSpace virtualization software, XD2 access devices, and a PCI card. 1 kit will support up to 6 users on an enhanced PC. 2 kits will support up to for 11 users on a single PC but only if the PC is enhanced.
* Note that Mosaica has in the past been using 2 X-350 kits to virtualize 2 PCs to 8 workstations per classroom. New technology will allow us to run more workstations per PC. Assume for costing that regular classrooms have the base option 2 X-series 350 kit virtualizing 2 base student desktops to 8 workstations, plus the school invests in 1 computer lab with 2 enhanced student desktops driving 22 student workstations via 4 n-Computing X-series 550 kits.
	+ 1. **N- COMPUTING WORKSTATION**
* 17’ LCD Flat Panel monitor
* 104-key medium-duty keyboard
* USB 2-button high-resolution optical scroll mouse with mouse pad
* Medium-duty PC headphones with 5’ cord
	1. **SWITCHING – HP PROCURVE/ HEAD END**
* Modular Ethernet 10/100/1000Base-TX Auto sensing
* 48 Port Gigabit Ethernet Interfaces 4 Slot
* Spanning Tree protocol available
* VLAN capable
* Port Trunking capable
* Flow-control
* 100/1000 SX Fiber port expansion capability
* Copper or Fiber Gigabit-Ethernet expansion capability
* SNMP/RMON, Web-based management
* Sufficient CAT-5 patch cables (of various lengths) to patch in all school network drops in network closet
* Three year warranty (Minimum)
* Compliance with all applicable industry standards.
	+ 1. **DESIRED VALUE-ADDED ADDITIONS**
* RS-232 Console
* Extended maintenance contract from manufacturer including firmware upgrades.
	1. **SWITCHING – CLASSROOM**
* Choice of 5 port or 16 port GB Switch
* 10/100/1000 Auto-sensing, Auto-crossover
* Compliance with all applicable industry standards.
* 25’ CAT 5 Ethernet patch cable
* Surge Suppressor
* 20 ft. power extension cable
* 3-year manufacturer warranty
	+ 1. **DESIRED VALUE-ADDED ADDITIONS**
* MDI-II uplink-capable port
* Flow-control
* SNMP/RMON, Web-based management
* 100FX port expansion capability (uplink)
* RS-232 console
* Extended maintenance contract from manufacturer with firmware upgrades.
	1. **AEROHIVE WIRELESS ACCESS POINT (HiveAP 121)**
* 802.11G/N (interoperable with 802.11b)
* Ability to function as a Wireless Access Point or as a Wireless Bridge
* Advanced wireless security with WPA, 128-bit WEP encryption, SSID Broadcast enable/disable and MAC filtering
* 1 - 10/100/1000 auto-sensing, auto-crossover port
* Web-based management
* Compliance with all applicable industry standards.
* 10’ CAT 5 Ethernet patch cable
* 3-year manufacturer warranty

**6.6.1 DESIRED VALUE-ADDED ADDITIONS**

* Additional 10/100/1000 Ethernet ports
* Choice of Power Over Ethernet or wired
	1. **STUDENT DESKTOP WORKSTATION ( HP Compaq 4300 Pro Series)**
* Intel Dual Core 3.3 Ghz or better processor for base n-Computing option. Quad Core required for advanced n-Computing
* Small Form Factor case
* 4GB DDR2 without replacing existing RAM.

 32 GB RAM required for advanced n-Computing

* AGP 3D video card with min. 256 MB Video RAM
* SoundBlaster compatible integrated AC97 Audio sound with external speaker and headphone connections
* Medium-duty PC headphones with 5’ cord
* 48X32 CDRW/DVD ROM
* 500 GB hard drive SATA 3.0GB and 8MB Data Burst Cache
* Minimum of 2 full-size PCI vacant expansion slots after system configuration
* 2 free USB ports
* 104-key medium-duty keyboard
* USB 2-button high-resolution optical scroll mouse with mouse pad
* 17’ LCD Flat Panel monitor
* 10/100/1000 PCI network interface card
* 5’ CAT 5 Ethernet patch cable
* Surge Suppressor
* Windows 7 Pro with Media / 32 bit operating system
	+ 64 bit operating system required for advanced n-Computing
* Office 2013 Standard
* All manufacturer firmware and drivers up to date at time of shipping
* All current Microsoft service packs/security patches applied for operating system/devices
* All manufacturer driver/support disks and manuals provided.
* Delivered FOB destination
* Compliance with all applicable industry standards
* Three-year NBD on-site warranty covering parts and labor
* The requested system must be fully configured prior to deployment with installation, training and setup established separately, except as specified.

**NOTE:**

**All student desktops and internal components, including motherboard, graphic cards, network cards, hard drives must be identical, *including drivers,* within a school. Any hardware failing to conform will be returned to the manufacturer, freight-collect.**

* + 1. **DESIRED VALUE-ADDED ADDITIONS**
* Imaging services from vendor. The ability to order a specific number of desktops, hardware configured as above, and specific disk images applied to groupings is a significant benefit to the project and further ordering.
* Asset tagging provided by hardware vendor. Inventory information provided to Mosaica.
* Onboard PC sound with internal speaker. External, frontally located, headphone jack.
* Extended service contracts available from manufacturer.
* Manageability Capabilities – SNMP/Web/Console.
	1. **STAFF DESKTOP WORKSTATION ( HP Compaq 4300 Pro Series)**
* Intel Dual Core 3.3 Ghz or better processor for base n-Computing option. Quad Core required for advanced n-Computing
* Small Form Factor case
* 4GB DDR2 without replacing existing RAM.

 32 GB RAM required for advanced n-Computing

* AGP 3D video card with min. 256 MB Video RAM
* SoundBlaster compatible integrated AC97 Audio sound with external speaker and headphone connections
* Medium-duty PC headphones with 5’ cord
* 48X32 CDRW/DVD ROM
* 500 GB hard drive SATA 3.0GB and 8MB Data Burst Cache
* Minimum of 2 full-size PCI vacant expansion slots after system configuration
* 2 free USB ports
* 104-key medium-duty keyboard
* USB 2-button high-resolution optical scroll mouse with mouse pad
* 17’ LCD Flat Panel monitor
* 10/100/1000 PCI network interface card
* 5’ CAT 5 Ethernet patch cable
* Surge Suppressor
* Windows 7 Pro with Media / 32 bit operating system
	+ 64 bit operating system required for advanced n-Computing
* Office 2013 Standard
* All manufacturer firmware and drivers up to date at time of shipping
* All current Microsoft service packs/security patches applied for operating system/devices
* All manufacturer driver/support disks and manuals provided.
* Delivered FOB destination
* Compliance with all applicable industry standards
* Three-year NBD on-site warranty covering parts and labor
* The requested system must be fully configured prior to deployment with installation, training and setup established separately, except as specified.

**NOTE: All office desktops and internal components, including motherboard, graphic cards, network cards, and hard drives must be identical, *including drivers,* within a school. Any hardware failing to conform will be returned to the manufacturer, freight-collect.**

* + 1. **DESIRED VALUE-ADDED ADDITIONS**
* Imaging services from hardware manufacturer. The ability to order a specific number of desktops, hardware configured as above, and specific disk images applied to groupings is a significant benefit to the project and further ordering.
* Asset tagging provided by hardware vendor. Asset tagging reflective of owning school. Inventory information provided to Mosaica.
* Onboard PC sound with internal speaker
* Extended service contracts available from manufacturer
* Manageability Capabilities – SNMP/Web/Console.
	1. **NOTEBOOK COMPUTER ( HP Probook 440G1 series/ or latest model) – Teacher / Staff**
* Core i5 4200M / 2.5 GHz - - pre-installed: - 4600TFT Active matrix color display with 14.1 XGA display diagonal
* 4GB RAM
* 14" HD anti-glare wide 1366 x 768 / HD - Intel HD Graphics
* SoundBlaster compatible audio with external speaker, headphone and microphone connections
* 24X CDRW/DVD w/Sonic Digital Media and Cyberlink PowerDVD
* 500 GB Hard Drive
* 6-Cell/53 WHr Primary Battery – may be swappable
* Min. two USB ports
* Integrated pointing device (accu-point type or touchpad)
* 2-button high-resolution optical scroll mouse with mouse pad
* Surge Suppressor
* 10/100/1000 network interface (integrated preferred, PCMCIA acceptable)
* 802.11 b/g/n wireless
* 14’ CAT 5 Ethernet patch cable
* Built in Webcam
* AC adapter
* Surge Suppressor
* Nylon Backpack Carrying Multiple Compartment Case
* Windows 7 Professional – 64 bit / 8 Pro downgrade
* MS Office 2013 Pro
* All manufacturer firmware and drivers up to date at time of shipping
* All Microsoft current service packs applied for operating system/devices
* All manufacturer driver/support disks and manuals provided
* Delivered FOB destination
* Three-year NBD on-site warranty covering parts and labor
* The requested system must be fully configured prior to deployment with installation, training and setup established separately, except as specified.

**NOTE:**

**All laptop computers and internal components, including motherboard,**

**graphic cards, network cards, hard drives must be identical, *including***

***drivers, within* a school. Any hardware failing to conform will be returned to**

**the manufacturer, freight-collect.**

* + 1. **DESIRED VALUE-ADDED ADDITIONS**
* Imaging services from hardware manufacturer. Selection of Mosaica-generated images, by part number, for each grade-level or curriculum grouping. The ability to order a specific number of desktops, hardware configured as above, and specific disk images applied to groupings is a significant benefit to the project and further ordering.
* Asset tagging provided by hardware vendor. Asset tagging reflective of owning school. Inventory information provided to Mosaica.
* Extended service contracts available from manufacturer
* Optional teacher headset – USB with mic
	1. **NOTEBOOK COMPUTER (HP Probook 445G1 series/ or latest model) - Student**
* AMD Elite Quad–Core A8 Accelerated processor 23 ; AMD Elite A6, A4 Accelerated processor 234GB RAM
* 14" HD anti-glare wide 1366 x 768 / HD - Intel HD Graphics
* SoundBlaster compatible audio with external speaker, headphone and microphone connections
* 24X CDRW/DVD w/Sonic Digital Media and Cyberlink PowerDVD
* 500 GB Hard Drive
* 6-Cell/53 WHr Primary Battery – may be swappable
* Min. two USB ports
* Integrated pointing device (accu-point type or touchpad)
* 2-button high-resolution optical scroll mouse with mouse pad
* Surge Suppressor
* 10/100/1000 network interface (integrated preferred, PCMCIA acceptable)
* 802.11 b/g/n wireless
* 14’ CAT 5 Ethernet patch cable
* Built in Webcam
* AC adapter
* Surge Suppressor
* Student headset – audio jack, no mic
* Windows 7 Professional – 64 bit / 8 Pro downgrade
* MS Office 2013 Standard
* All manufacturer firmware and drivers up to date at time of shipping
* All Microsoft current service packs applied for operating system/devices
* All manufacturer driver/support disks and manuals provided
* Delivered FOB destination
* Three-year NBD on-site warranty covering parts and labor
* The requested system must be fully configured prior to deployment with installation, training and setup established separately, except as specified.

**NOTE:**

**All laptop computers and internal components, including motherboard,**

**graphic cards, network cards, hard drives must be identical, *including***

***drivers, within* a school. Any hardware failing to conform will be returned to**

**the manufacturer, freight-collect.**

* + 1. **DESIRED VALUE-ADDED ADDITIONS**
* Imaging services from hardware manufacturer. Selection of Mosaica-generated images, by part number, for each grade-level or curriculum grouping. The ability to order a specific number of desktops, hardware configured as above, and specific disk images applied to groupings is a significant benefit to the project and further ordering.
* Asset tagging provided by hardware vendor. Asset tagging reflective of owning school. Inventory information provided to Mosaica.
* Extended service contracts available from manufacturer
* Manageability Capabilities – SNMP/Web/Console.

**6.11 CLASSROOM BLACK & WHITE LASERJET PRINTER**

* Black & White Laserjet printer, up to 30 ppm
* Supports Letter and Legal size paper, Com-10 envelopes
* 600 dpi x 600 dpi
* Networked, Ethernet 10/100Base-TX, USB
* Monthly duty cycle 25,000 pages
* Feeder capacity 50 sheets
* Max media capacity 300 sheets
* 3 year on-site warranty

**6.11.1. DESIRED VALUE-ADDED ADDITIONS**

* Extended service contract from manufacturer
* Asset tagging provided by hardware vendor. Inventory information provided to Mosaica
* Manageability Capabilities – SNMP/Web/Console.

**6.12 PC COMPATIBLE CURRICULUM LASER PRINTER**

* Color Laserjet printer, up to 30 ppm (b&w or color)
* Supports Letter and Legal size paper
* 1200 dpi x 600 dpi
* Networked, Ethernet 10Base -T/100Base-TX/1000Base-T, USB
* Monthly duty cycle 75,000 pages
* Feeder capacity 100 sheets
* Max media capacity 850 sheets
* Minimum 384 MB RAM
* 3 year on-site warranty

**6.12.1. DESIRED VALUE-ADDED ADDITIONS**

* Two-Sided printing
* Extended service contract from manufacturer.
* Asset tagging provided by hardware vendor. Inventory information provided to Mosaica.
* Manageability Capabilities – SNMP/Web/Console.

**6.13 PC COMPATIBLE OFFICE LASER PRINTER**

* Black & White Laserjet printer, up to 45 ppm
* Supports Letter and Legal size paper
* 1200 dpi x 1200 dpi
* Networked, Ethernet 10Base -T/100Base-TX/1000Base-T, USB
* Monthly duty cycle 75,000 pages
* Feeder capacity 100 sheets, alternate 500 sheets
* Max media capacity 3600 sheets
* Minimum 128 MB RAM
* 3 year on-site warranty

**6.13.1 DESIRED VALUE-ADDED ADDITIONS**

* Two-Sided printing
* Extended service contract from manufacturer
* Asset tagging provided by hardware vendor. Asset tagging reflective of owning school as specified in Appendix E. Inventory information provided to Mosaica
* Manageability Capabilities – SNMP/Web/Console.

**6.14 PC COMPATIBLE FULL PAGE COLOR OPTICAL SCANNER**

* Full 48-bit color, 8-bit grayscale flatbed scanner
* Scan speed up to 50 ipm, 25 ppm
* Supports Letter and Legal size paper
* 600 dpi x 600 dpi
* Feeder capacity 100 sheets
* 3 year on-site warranty

**6.14.1. DESIRED VALUE-ADDED ADDITIONS**

* Extended service contract from manufacturer.
* Autofeeder
* Image enhancement/document management software
* OCR software
* Asset tagging provided by hardware vendor. Inventory information provided to Mosaica.

**6.15 MOBILE INTELLIGENT WHITE BOARDS (SMART Board 77”)**

* Address all learning style: Auditory, Visual & Kinesthetic
* Use of Formative Assessment tools developed by interactive whiteboard manufacturer for real-time feedback
* Have over 4000 lesson plans aligned to individual state standards by 3rd party organization available for download
* On-line learning community with over 100,000 registered users with forum for questions and answers
* On-line professional development and training methodology
* Electromagnetic technology based
* Instrument-driven with full mouse capabilities
* LCD projector, XGA, 2400 lumens, 2000:1 contrast, 5000 hour lamp life

**6.15.1. DESIRED VALUE-ADDED ADDITIONS**

* Audio System
* Student response system
* Choice of stand or cart

**6.16 FIXED INTELLIGENT WHITE BOARDS (SMART Board 77”)**

* Address all learning style: Auditory, Visual & Kinesthetic
* Use of Formative Assessment tools developed by interactive whiteboard manufacturer for real-time feedback
* Have over 4000 lesson plans aligned to individual state standards by 3rd party organization available for download
* On-line learning community with over 100,000 registered users with forum for questions and answers
* On-line professional development and training methodology
* Electromagnetic technology based
* Instrument-driven with full mouse capabilities
* LCD projector, XGA, 2400 lumens, 2000:1 contrast, 5000 hour lamp life

**6.16.1. DESIRED VALUE-ADDED ADDITIONS**

* Audio System
* Student response system
* Choice of standard installation, floor stand, or rails depending on wall conditions
	1. **LCD PROJECTORS FOR INTERACTIVE WHITE BOARDS**
* LCD projector, XGA, 2400 lumens, 2000:1 contrast, 5000 hour lamp life

**6.17.1. DESIRED VALUE-ADDED ADDITIONS**

* Choice of traditional ceiling, short range or ultra-short range
* Availability of replacement bulbs

**6.18 SOFTWARE LICENSING AND MEDIA**

* MOLP – Windows 2012 Server CAL
* MOLP – Windows 2012 Server Fulfillment Media (1 CD set or flash drive required with each order.)
* MOLP – Office 2013 Professional
* MOLP – Office 2013 Professional Fulfillment Media (1 CD set or flash drive required with each order; do not require one for each machine.)
* MOLP – Office 2013 Standard
* MOLP – Office 2013 Standard Fulfillment Media (1 CD set or flash drive required with each order; do not require one for each machine.)
* MOLP – Exchange 2013 CAL (not on student PCs)
* OEM – Windows 7 Professional
* Backup Exec SVR Open License (Latest Version)
* Backup Exec Windows Remote AGT (Latest Version)
* Backup Exec Media Kit (Latest Version)
* DeepFreeze Enterprise

**6.19 ANCILLARY CLASSROOM EQUIPMENT**

* Averkey 300 Gold PC to Video converter or Wireless media adapter
* External PC speaker system
* Laptop security cable.
* USB headsets with microphone

**6.20 SUPPLIES**

* Toner cartridge – Curriculum Laser
* Toner cartridge – Office Laser
* Ink cartridge (black) – Classroom LaserJet
* Ink cartridge (color) – Classroom LaserJet
* Blank DVD/CDRW Media – 10 pack
* Replacement displays – Laptops
* Replacement batteries – Laptops
* Replacement lamps - Projectors
	1. **CARTS / LOCKERS** (Spectrum Industries or equivalent)
* Fully assembled 15 unit Laptop Cart/ Electrical
* Fully assembled 30 unit Laptop Cart/ Electrical
* Fully assembled 16 unit Tablet Locker / Electrical
* Fully assembled 32 unit Tablet Cart / Electrical
* Fully assembled 32 unit Chromebook Cart / Electrical
	1. **TABLET** (IPAD, Kindle, HP Tablet, Samsung)
* Operating System - Windows® 8.1 Professional/ Latest Apple OS/ Latest Android OS
* Processor -- 1.86 GHz, 512 KB L2 cache, 533 MHz FSB or Greater
* Memory – 2GB or Greater
* Hard drive – 64GB or Greater

Broadcom Crystal HD Enhanced Video Accelerator

* Ports -- External USB, 1 combo stereo headphone/mic jack
1 integrated microphone 1 power connector/HP Slate Cradle connector
* Integrated camera
* Power Supply
* Wireless - Integrated 802.11b/g/n + Bluetooth 3.0 + HS combo
* Office 2013 Standard
* Carrying Case

**6.22.1. DESIRED VALUE-ADDED ADDITIONS**

* External Keyboard and mouse

**6.23** **STUDENT NETBOOK (HP 2102)**

* Atom N450 / 1.66 GHz - RAM 2 GB - HDD 250 GB - GMA 3150
* WLAN : 802.11b/g, Bluetooth 2.1 EDR
* Widescreen LED backlight TFT 1024 x 600 ( WSVGA )
* Camera and VOIP enabled
* Microsoft Office 2013 standard
* Windows 7 pro
* Require USB student Headset
* Messenger style notebook case
* USB optical mini mouse

**6.24** **STUDENT TESTING PRINTER-SCANNER** (Brother 8150dn or equivalent)

* Multifunction ( printer / copier / scanner ) - B/W – laser
* Copying (up to): 32 ppm
* Printing (up to): 32 ppm - 300 sheets – parallel
* Hi-Speed USB, 10/100 Base-TX, USB host
* Max Resolution B/W: 1200 x 1200 dpi
* Printer Drivers Emulations: BR-Script 3 , IBM Proprinter , PCL 6
* Monthly Duty Cycle (max): 150,000 impressions
* Office Machine Features: Save to USB flash drive , Scan to e-mail
* Media Types: Paper (bond, cardstock, color, cut-sheet, letterhead, plain, preprinted, prepunched, recycled, rough), envelopes, labels, transparencies

**7.0** THE PROCUREMENT PROCESS

The following is a general description of the process by which an organization will be selected to provide materials and services.

1. Request for Proposals (RFP) is issued to prospective contractors.
2. Proposals in one (1) original and two 2 copies will be received from each offeror in a sealed envelope or package, accompanied by CD / flash drive e-copies.
3. Each original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
4. All proposals must be received by Mosaica Education, Inc. not later than the date specified in section 1.3 of this RFP.
5. At their option, the evaluators may request oral presentations or discussion with any or all offerors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, offerors are cautioned that the evaluators are not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the offeror.
6. Proposals will be evaluated according to completeness, content, experience with similar projects, ability of the offeror and its staff, availability of nationwide organizational configuration and integration services, cost and availability of potential funding sources for schools.
7. Award of a contract to one offeror does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to provide the best value to Mosaica Education, Inc. and the Mosaica Managed Schools.
8. Submitters are cautioned that this is a request for submitters, not a request to contract and Mosaica Education, Inc. reserves the unqualified right to reject any and all submitters when such rejection is deemed to be in the best interest of Mosaica Education, Inc. and the Mosaica Managed Schools. Mosaica Education, Inc. also reserves the right to split the award of items if in the interest of Mosaica and the Mosaica Managed Schools.
9. Orders shall be processed only upon receipt of an authorized purchase order issued by the Purchasing Manager. All purchase orders must be promptly acknowledged. If orders are overlooked, they may be revoked and placed with another vendor.
10. All orders to the successful bidder shall be initiated on an as needed basis throughout the term of the contract. On-line quoting is an added-value service but not required. Orders shall be promptly filled and delivered to any MMS location. Any item or items received that do not meet specifications will be returned at vendor’s expense. In addition, duplicate shipments received will be returned at vendor’s expense.
11. Customer service requirements include monthly summary statements of all school outstanding balances (both credit and debit), status information including estimated delivery when requested, and order confirmation when Purchase Orders are submitted. During the June – September summer order season, a weekly status phone call may be instituted to ensure that all orders are proceeding properly in time for the Start of School (August in some states, September in Michigan). Online access is an added-value service.
12. Pricing is expected to remain firm for at least an initial 4 month period; adjustments may be considered thereafter if market conditions merit. Mosaica will conduct 3-4 price checks per year at minimum.
13. There are also grants / entitlement programs which may require multiple quotes; these will be obtained from the two winning bidders (primary and secondary). This generates a secondary peak of orders in February to May as grant / entitlement funds are authorized.

# 8.0 PROPOSAL REQUIREMENTS

 The response to this RFP shall consist of the following sections:

***NOTE: A cost summary sheet is included in section 9.0. Make copies and attach other sheets as needed, or duplicate in Excel.***

1. **Executive Summary**

The executive summary shall consist of the proposal cover letter highlighting the contents of this proposal, and bearing the authorized representative’s signature.

1. **Corporate Background and Experience**

This section shall include background information on the organization and should give details of experience with similar projects. A list of references (including contact persons and telephone numbers) for which similar work has been performed shall be included.

1. **Technical Specifications Checklist**

This section shall include the detailed specifications of the computer systems and peripherals included in the proposal – as outlined in the checklist sections of the RFP (using the template attached).

1. **Cost Proposal**

The Cost Proposals shall be submitted in a separate, sealed envelope and contain:

* + Equipment unit costs for each equipment category for each line item.
	+ Equipment costs by equipment category for a “standard” 10 classroom, 250 student school with 8 student workstations per classroom, teacher laptops for 10 homeroom teachers, 4 specials teachers, and two administrators (or 16 total), admin desktops for 2 administrative assistants, a set of 22 student workstations in a computer lab, a mobile set of 15 student laptops (typically Title I students), 1 classroom printer per classroom (10 total), 1 office printer, 1 curriculum printer, 1 scanner, 1 testing printer-scanner, interactive white boards for all classrooms, all central security and server requirements, and all appropriate hardware and software.
	+ Equipment costs by equipment category for a “standard” virtual academy with 100 student netbooks, 5 teacher laptops, admin desktops for 2 administrative assistants, 1 classroom printer, 1 office printer, 1 scanner, 1 testing printer-scanner, 2 wireless access points, and a smaller security appliance.
	+ Equipment cost for a “standard” conversion to 1:1 tablet technology for 400 middle schoolers.
	+ Delivery costs per school (for each equipment category)
	+ Setup/installation costs (for each equipment category)
	+ Warranty and service costs for the term specified.
	+ Extended warranty and service costs.
	+ Personnel costs (including hourly rates and total hours)
	+ Travel and Subsistence Expenses (if any)
	+ Subcontractor Costs (if any)
	+ Other Costs (e.g. office expenses)

Two forms (see section 9.0) for the standard conventional school and the standard virtual academy should be submitted with a total NOT TO EXCEED. A third form for the conversion to 1:1 tablet technology for 400 middle schoolers should also be provided. It is recognized that specific SOWs will need to be developed based on individual school needs, but standard cost proposals allow for equitable comparison between vendors.

TOTAL COST: A total not to exceed cost representing the maximum amount for all work to be performed for the “standard” school must be clearly indicated under this heading. If the bidder only wishes to bid on business in a certain geographical area, that must be made clear as well. Specific SOWs and quotes conforming to bid pricing will be developed with the winning bidder(s) on specific schools.

1. **Funding Options**

The ability of the new Charter schools to acquire the necessary technologies requires the ability to have a funding source in addition to Grant and Title funds. In this section, include leasing options that are available through your organization or through partnerships / relationships your organization has, so that the schools and/or Mosaica may be able to expedite the acquisition and implementation of the schools’ technology needs.

Please note that the schools often intend to retain their technology and may prefer capital versus fair market value leases so that they are not required to turn it in after the lease period. Financial information will be made available for schools and Mosaica as needed. Please contact Carla Holder, 212-232-0305 x228 cholder@mosaicaeducation.com to further discussion.

#  COST PROPOSAL/EXECUTION OF PROPOSAL

# (Page 1 of 2)

By submitting this proposal, the potential provider/integrator certifies the following:

* This proposal is signed by an authorized representative of the firm.
* The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
* Delivery shall be within 30 calendar days from the receipt of the signed Purchase Agreement.
* All labor costs, direct and indirect, have been determined and included in the proposed cost.
* The potential provider has read and understands the conditions set forth in this RFP and agrees to them with no exceptions.

**Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned submitters and agrees, if this proposal is accepted within 90 days from the date of the opening, to furnish the subject materials and services for a cost not to exceed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PROPOSED FOR: Conventional \_\_\_ Virtual \_\_\_ 1:1 Conversion \_\_\_

OFFEROR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Typed or printed name)

**Note: If you wish to convert this section to Excel, please also print and sign. Quotes should tie to the cost proposal.**

# 9.0 COST PROPOSAL/EXECUTION OF PROPOSAL (Page 2 of 2)



PROPOSED FOR: Conventional \_\_\_ Virtual \_\_\_ 1:1 Conversion \_\_\_

OFFEROR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-RATE SPIN NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Typed or printed name)

|  |
| --- |
| RECEIPT OF PROPOSAL (MOSAICA USE ONLY)BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL***

Unsigned proposals will not be considered.

# INSTRUCTIONS FOR PROPOSALS/QUOTES

1. **READ, REVIEW AND COMPLY:** It shall be the offeror’s responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
2. **NOTICE TO OFFERORS:**

All quotes are subject to the provisions of the Instructions for Proposals/Quotes, special terms and conditions specific to this Request for Quotes, the specifications, and the General Contract Terms and Conditions.

Mosaica Education, Inc. objects to and will not evaluate or consider any additional terms and conditions submitted with a quote. This applies to any language appearing in or attached to the document as part of the offeror’s response. DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.

By execution and delivery of this document, the offeror agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.

1. **DEFINITIONS:**
2. **OFFEROR:** Company, firm, corporation, partnership, individual, etc., submitting a response to a Request for Quotes/Request for Proposals.
3. **PROPOSER:** Same as Offeror.
4. **EXECUTION:** Failure to sign under EXECUTION section will render quote invalid.
5. **TIME FOR CONSIDERATION:** Unless otherwise indicated on the first page of this document, the offer shall be valid for 90 days from the date of quote opening.
6. **PROMPT PAYMENT DISCOUNTS:** Offerors are urged to compute all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices. With the educational element of the schools sites, any and all educational price considerations should be taken into account.
7. **SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and offeror will be held responsible therefore. Deviations shall be explained in detail. **The offeror shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.**
8. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this quote, the order of precedence shall be (1) special terms and conditions specific to this quote, (2) specifications, and (3) Instructions for Proposals/Quotes.
9. **INFORMATION AND DESCRIPTIVE LITERATURE:** Offeror is to furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this quote, each offeror must submit with their quote sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous offer will not satisfy this provision. Quotes which do not comply with these requirements will be subject to rejection.
10. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the user directly. Any and all revisions to this document shall be made only by written addendum from the agency which issued the solicitation document. The offeror is cautioned that the requirements of this quote can be altered only by written addendum and that verbal communications from whatever source are of no effect.
11. **ACCEPTANCE AND REJECTION:** Mosaica Education, Inc. and the MMS reserve the right to reject any and all quotes not deemed most beneficial to the needs and direction of Mosaica and its managed groups, to waive any informality in quotes and, unless otherwise specified by the offeror, to accept any item in the quote. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
12. **REFERENCES:** Mosaica Education, Inc. and the MMS reserve the right to require a list of users of the exact item offered. Mosaica Education, Inc. may contact these users to determine acceptability of the quote. Such information may be considered in the evaluation of the quote.
13. **AWARD OF CONTRACT:** Qualified quotes will be evaluated and acceptance may be made of the lowest and best quote deemed most advantageous to Mosaica Education, Inc. and the Mosaica Managed Schools and potential new sites as determined upon consideration of such factors as: prices offered; the quality of the articles offered; national corporate configuration and integration capabilities; the general reputation and performance capabilities of the offerors; the substantial conformity with the specifications and other conditions set forth in the quote; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by Mosaica Education, Inc. to be pertinent or peculiar to the purchase in question. Unless otherwise specified by Mosaica Education, Inc. or the offeror, Mosaica Education, Inc. reserves the right to accept any item or group of items on a multi-item quote.

In addition, Mosaica Education, Inc. reserves the right to make partial, progressive or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by Mosaica Education, Inc. to be pertinent or peculiar to the purchase in question.

1. **CONFIDENTIAL INFORMATION:** As provided by statute and rule, Mosaica Education, Inc. which issued the solicitation document will consider keeping trade secrets which the offeror does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as “CONFIDENTIAL” by the offeror. Cost information shall not be deemed confidential. In spite of what is labeled as a trade secret, the determination whether it is or not will be determined by California law.
2. **TAXES:**

**FEDERAL:** All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency.

**OTHER:** Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees). Schools are sales tax exempt except in Arizona, Mosaica Online Colorado and Mosaica Online Michigan. Sales tax exemption certificates will be provided upon request to the winning bidder(s).

1. **SAMPLES:** Sample of items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request be returned at the offeror’s expense. Request for the return of samples must be made within 10 days following date of quote opening. Otherwise the samples will become Mosaica Education, Inc. property. Each individual sample must be labeled with the offeror’s name, quote number, and item number. A sample on which an award is made will be retained until the contract is completed, and then returned, if requested, as specified above.

# GENERAL CONTRACT TERMS AND CONDITIONS

1. **DEFAULT AND PERFORMANCE BOND:** In case of default or delay by the contractor, Mosaica Education, Inc. may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. Mosaica Education, Inc. reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to Mosaica Education, Inc.
2. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the items offered prior to their delivery, it shall be the responsibility of the contractor to notify, in writing, the issuing purchasing office at once, indicating the specific regulation which required such alterations. Mosaica Education, Inc. reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.
3. **TAXES:** Any applicable taxes shall be invoiced as a separate item.
4. **INSPECTION AT CONTRACTOR’S SITE:** Mosaica Education, Inc. reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective contractor prior to contract award, and during the contract term as necessary for Mosaica Education, Inc. determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the contract.
5. **PAYMENT TERMS:** Payment terms are Net 30 days after receipt of correct invoice or acceptance of goods, whichever is later. The successful bidder will be required to submit duplicate invoices that reference purchase order numbers on all requests for payment. All statements must also reference valid purchase order numbers. All invoices must bear the purchase order number and must match the purchase order, packing list and proof of delivery. Payment for partial shipments shall not be made unless specified. Failure to follow these instructions may result in delay in processing invoices for payment. The purchase order number must appear on invoices, bills of lading, packing lists, packages, cases, delivery lists and correspondences. If the items are leased, the Invoices shall be mailed directly to the leasing company. It is the sole responsibility of the vendor to reconcile the purchase order and the vendor’s invoice.
6. **CONDITION AND PACKAGING:** Unless otherwise provided by special terms and conditions or specifications, it is understood and agreed that any item offered or shipped has not been sold or used for any purpose and shall be in first class condition. All containers/packaging shall be suitable for handling, storage or shipment.
7. **STANDARDS:** All manufactured items and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate state inspector which customarily requires the label or re-examination listing or identification marking of the appropriate safety standard organization; such as the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and /or National Electrical Manufacturers’ Association for electrically operated assemblies; or the American Gas Association for gas operated assemblies, where such approvals of listings have been established for the type of device offered and furnished. Further, all items furnished shall meet all requirements of the Occupational Safety and Health Act (OSHA), and state and federal requirements relating to clean air and water pollution.
8. **PATENT:** The contractor shall hold and save Mosaica Education, Inc., its officers, agents and employees, harmless from liability of any kind, including costs and expenses, on account of any copyrighted material, patented or un-patented invention, articles, device or appliance manufactured or used in the performance of this contract, including use by the government.
9. **ADVERTISING:** Contractor agrees not to use the existence of this contract, the name of Mosaica Education, Inc. as part of any commercial advertising unless approved in writing by an authorized representative of Mosaica Education, Inc.
10. **ASSIGNMENT:** No assignment of the contractor’s obligations nor the contractor’s right to receive payment hereunder shall be permitted.
11. **CANCELLATION:** All contract obligations shall prevail for at least 90 days after the effective date of the contract. After that period, this contract may be canceled in whole or in part by either party by giving 30 days prior notice in writing to the other party. Such notice of cancellation, as required herein, shall be transmitted via U.S. MAIL, Certified, and Return Receipt Requested. The 30 days notice for cancellation shall begin on the day the return receipt is signed and dated.
12. **QUANTITIES:** The award of a contract neither implies nor guarantees any minimum or maximum purchases thereunder.
13. **PURCHASE ORDERS:** Orders shall be processed only upon receipt of an authorized purchase order issued by the Purchasing Manager. All orders to the successful bidder shall be initiated on an as needed basis throughout the term of the contract. Orders shall be promptly filled and delivered to any MMS location. Any item or items received that do not meet specifications will be returned at vendor’s expense. Duplicate shipments received will be returned at vendor’s expense.
14. **RENEWAL:** An awarded contract may be extended at the completion of the initial term by two 1-year terms at the agreement of both parties (the vendor and Mosaica / an MMS).
15.

###### APPENDIX A - LOCATIONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| School Name |  City  | State |  Region | Grades 2013-14 | Classrooms |
| [Academy of Arts and Sciences (AAS)](http://www.academyartssciences.org/) | Lorain | Ohio | Ohio | K-2 | 11 |
| [Lorain Preparatory Academy (LPA)](http://www.lorainprep.org/) | Lorain | Ohio | Ohio | K, 3-8 | 8 |
| Arts & Sciences Preparatory Academy (ASPA) | Cleveland | Ohio | Ohio | K-8 | 7+1 |
| Cleveland Arts & Social Sciences Academy (CASSA) | Cleveland | Ohio | Ohio | K-8 | 15+1 |
| Columbus Arts and Technology Academy (CATA) | Columbus | Ohio | Ohio | K-9 | 22+1 |
| [Cornerstone Academy](http://cornerstoneacad.org/) | Westerville | Ohio | Ohio | K-8 | 23+1 |
| [Columbus Humanities Arts and Technology (CHATA)](http://www.columbushumanitiesata.org/) | Columbus | Ohio | Ohio | K-8 | 16+1 |
| Columbus Preparatory Academy (CPA) | Columbus | Ohio | Ohio | K-8 | 27+1 |
| Foundation Academy | Mansfield | Ohio | Ohio | K-10 | 18 |
| [STEAM](http://www.academyartshumanities.org/) of Warren | Warren | Ohio | Ohio | K-8 | 9 |
| Star Academy of Toledo | Toledo | Ohio | Ohio | K-8 | 9 |
| STEAM of Dayton | Dayton | Ohio | Ohio | K-8 | 9+2 |
| STEAM Warrensville Heights | Warrensville | Ohio | Ohio | K-5 | 5+3 |
| STEAM of Cincinnati | Cincinnati | Ohio | Ohio | K-5 | 4+2 |
| Youngstown Academy of Excellence | Youngstown | Ohio | Ohio | K-8 | 10 |
| Birney Preparatory Academy | Philadelphia | Pennsylvania | Mid-Atlantic | K-8 | 31 |
| DeKalb Prep Academy | Decatur | Georgia | Mid-Atlantic | K-5 | 16+1 |
| Arts & Technology Academy of Pontiac | Pontiac | Michigan | Mid-West | PreK-8 | 24 |
| Bay County Public School Academy (BAY) | Bay City | Michigan | Mid-West | PreK-6 | 14 |
| Bingham Academy (BAA) | Alpena  | Michigan | Mid-West | PreK-8 | 14 |
| [Frazier Preparatory Academy](http://www.frazierprep.org/) (FPA) | Chicago | Illinois | Mid-West | PreK-8 | 19+1 |
| Ahwatukee Foothills Prep dba Mosaica Prep Academy of Chandler | Chandler | Arizona | West | K-8 | 10+1 |
| Banning Lewis Ranch Academy (BLRA) | Colorado Springs | Colorado | 22; West | K-8 | 29+1 |
| Phoenix Advantage Charter School (PACS) | Phoenix | Arizona | West | K-8 | 22 |
| Riverbend Preparatory Academy (RBP) | Phoenix | Arizona | West | K-6 | 12+3 |
| [STAR Academy](http://www.staracademycolorado.org/) (STAR) | Colorado Springs | Colorado | West | K-8 | 17 |
| TR Paul Academy of Arts & Knowledge (TPAAK, formerly Northern Colorado Academy Arts & Knowledge) | Ft. Collins | Colorado | 16; West | K-8 | 14 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| School | City | State | Region | Grades 2014-15 | Est. Enroll |
| Mosaica Online of Southern California (MOCA) | Wildomar | California | West | K-12 virtual | Est 75 |
| Mosaica Online of Arizona / Mosaica Online High School of Arizona (MOAZ / MOHSAZ) | Phoenix | Arizona | West | K-12 virtual | Est. 150 |
| Mosaica Online of Colorado (MOCO) | Byers | Colorado | West | K-12 virtual | Est. 100 |
| Mosaica Online of Michigan (MMI) | Lansing / Pontiac | Michigan | Mid-West | K-12 virtual | Est. 40 |
| Mosaica Online of Ohio (MOH) | Columbus | Ohio | Ohio | K-11 virtual | Est. 40 |
|  |  |  |
|  |  |  |  |  |
| Corporate Office Name |  City  | State | Region |  |  |
| New York Corporate Office |  New York  | New York | Corporate Head Quarters |  |  |
| Lansing Hub Office |  Lansing  | Michigan | Mid-West Hub |  |  |
| Atlanta Corporate Office |  Atlanta  | Georgia | Corporate Hub |  |  |
|  |  |  |  |  |  |

###### APPENDIX B - PROJECT TEAM

##### PROJECT HEAD/MANAGER

Adam Boudreaux 404.841.2305 x1040 office

Chief Information Officer 404.841.3988 office fax

 Aboudreaux@mosaicaeducation.com

##### MOSAICA TECHNICAL LEAD

Allen McKune 602.429.9003

Systems Administrator 404.841.3988 office fax amckune@MosaicaEducation.com

##### PROJECT FINANCING/LEASING

 Carla Holder 212.232.0305 x228 office

 Manager, Finance & Purchasing 212.232.0309 office fax

 cholder@MosaicaEducation.com

# APPENDIX C - SAMPLE EQUIPMENT

|  |  |
| --- | --- |
| **Sample Equipment** |  |
| **Item** | **Model** |  |
| Intel Platform Server | HP DL360p G8 |  |
|   |   |  |
| Server Accessories | TripSmartrack 2U |  |
|  | Tripp Smartrack Cable Management Kit |  |
|  | NEC Accusnyc 50 - 15" .28mm Monitor |  |
|  | Belkin Omniview Pro 4-port PS2 Serial KVM switch |  |
|  | Belkin Omniview Rack Mount kit |  |
|  | Belkin Omniview PS2 Cable Kit 6' |  |
|  | Keytronic 104-Key Keyboard |  |
|  | Dexxa Wheel Mouse |  |
|  | Mouse pad |  |
|  | Tripp Cantelever Shelf |  |
|  | Tripp Keyboard/Mouse Tray |  |
|  | Tripp Isobar RackMount Surge Suppressor 12-outlet |  |
| WAN Router | Cisco 2611 Modular Access Router (w/ WIC 1DSU and 3 year NBD SmartNet) |  |
| Head-End Switch | HP Procurve Switch (5372x1) (fully populated w/ 10/100/1000 modules) |  |
| Classroom Switch | NetGear (GS516T) |  |
| Wireless Access Point / Bridge  | Aerohive - Hive AP 120 /  802.11n 2x2 Radio/20W POE power injector    |  |
| n-Computing Device | X350, X550 |  |
| PC Platform Student Desktop | HP 4300 series |  |
| PC Platform n-Computing Student Workstation (monitor, keyboard, mouse) |  |  |
| PC Platform Multimedia Staff Desktop | HP 4300 series |  |
| PC Platform Notebook Computer | HP Probook 440G1 |  |
| PC Platform Student NotebookPC Compatible Classroom LaserJet Printer | HP Probook 445G1HP LaserJet M401n |  |
| PC Compatible Curriculum Laser Printer | HP LaserJet CP3525dn |  |
| PC Compatible Office Laser Printer | HP LaserJet P4014n or P4015dn |  |
| PC Compatible Full-Page Color Scanner | HP ScanJet N8420 |  |
| PC Compatible Digital Camera | HP CX200xi (with 2- 256 cards) |  |
| PC Compatible Web Camera | Logitech QuickCam Pro |  |
| Software Licensing and Media |  |  |
|  | Windows 2012 Server |  |
|  | MOLP - Windows 2012 Server CAL |  |
|  | MOLP - Windows 2012 Server Fulfillment Media |  |
|  | MOLP - Microsoft Office Professional Plus 2013 |  |
|  | MOLP – Office 2013 Professional Fulfillment Media |  |
|  | MOLP – Office 2013 Standard |  |
|  | MOLP – Office 2013 Standard Fulfillment Media |  |
|  | MOLP – Exchange Server 2013 Standard CAL |  |
|  | OEM - Windows XP Professional |  |
|  | Backup Exec 10D WIN Windows SVR V10.1 Open License L-E |  |
|  | Backup Exec 10D Windows Remote AGT VLIC (CAL) WIN/Netware SVRS V10.1 |  |
|  | Backup Exec 10D Windows SVRV10.1 E/F/I/G/S/J/C/K Media Kit \*INCLDS REMOTE AGENT |  |
|  |  |  |
| Interactive White Boards | SMART Boards  |  |
|  | Data Projector Cart Bretford ECILS3FF-BK or SMART Stand, if mobile Epson PowerLite 97 Projector |  |
|  |  |  |
| Ancillary Classroom Equipment |  |  |
|  | NTSC/PAL Video Patch Cable |  |
|  | External PC Speaker system |  |
|  | Laptop Security Cable |  |
|  |  |  |
| Computer Labs | Student configuration laptop |  |
|  | Laptop cart with rear electrical – Spectrum Industries vLT 55320 CHB BW or vLT30 55321 CHB SR |  |
|  | Teacher or Student Tablets |  |
|  | Tablet locker / cart – InTouch16 55431S or InTouch32 55432WFS BW |  |
|  | Cloud32 55465WFS BW |  |
|  |  |  |
| Supplies | Toner-Curriculum Laser (black and colors) |  |
|  | Toner- Office Laser |  |
|  | Ink Cartridge(Black) - Classroom LaserJet |  |
|  | Ink Cartridge(Color) - Classroom LaserJet |  |
|  | Blank CDRW Media - 10 pack |  |
|  | Blank 1.44 Floppy Disks - 3ea 100 packsLaptop AdaptersReplacement Laptop Displays |  |
|  |  |  |
|  |  |  |
|  | 1 workstation : 4 students = 8 / regular classroom1 netbook per student in virtual academies |  |
| Target technology ratios: | 1 laptop per teacher and administrator |  |
|  | 1 staff desktop per admin assistant, lunch aide |  |
|  | 1 classroom switch per classroom |  |
|  | All student laptops in conventional schools must have a slot in a cartTablet conversion – 1 tablet : 1 student |  |
|  |  |  |