



Alabama State Department of Education
 Request for Proposal (RFP)
ALJP2022
 Information Technology
 Hardware & Software Product
 Lines

RFP No: ALJP2022 Addendum No:	
DATE ISSUED:	November 15, 2021
BID SHALL BE RECEIVED BEFORE:	December 16, 2021 10:00 AM
BIDS WILL BE PUBLICLY OPENED:	December 16, 2021 10:15 AM
RFP Contact:	Sue Ellen Gilliland (334)-694-4538
RFP EMAIL:	sueellen.gilliland@alsde.edu

TO BE COMPLETED BY VENDOR:

Company Name:	Product Line:
Qualified Bidder ISO 9001 Certification Expiration Date (Required to Bid)	Proposal contact information: SPIN (if applicable) -

Product Line/Services Pricing Source URL:

Proposed Discount Off Base Pricing (pp. 19-20)	Single Discount to be Applied:	Are Categorical Discounts to be Applied?
	_____ %	Yes No <i>(If yes, then a schedule is to be provided in section 14.)</i>
Select one only		

Check here if this bid contains intellectual property and/or confidential materials.
 Check here if the required documentation of intellectual property and/or confidential material is included.

***** IMPORTANT NOTE: *****

Bidders shall read and comply with ALL bid response instructions and requirements as provided within this RFP document, including online requirements as stated within this document.

Return Sealed Bids To:

Regular Mail Alabama State Department of Education <i>Educational Technology: E-rate/ALJP (Sue Ellen Gilliland)</i> 5351 Gordon Persons Building P.O. Box 302101 Montgomery, AL 36130-2101	Courier Alabama State Department of Education <i>Educational Technology: E-rate/ALJP (Sue Ellen Gilliland)</i> 50 N. Ripley St. 5351 Gordon Persons Building Montgomery, AL 36104-3833
--	--

Certifications:

- I have read the entire bid and agree to furnish the product line offered at the discount described within this response, if awarded. I hereby affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition.
- As a condition for the award of any contract by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity with the company submitting this bid response that the company listed below shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien. I further attest that the company is enrolled in the E-Verify program, if applicable.

Signature and Notarization Required:

_____	FEIN OR SSN	_____	Authorized Signature (Ink)
SWORN TO AND SUBSCRIBED	COMPANY NAME	_____	TYPE/PRINT AUTHORIZED NAME
BEFORE ME THIS	MAIL ADDRESS	_____	Title
____ DAY OF _____	City, State Zip	_____	Email
NOTARY PUBLIC	Phone Including Area Code	_____	Fax Number
Term Exp:			

1 TABLE OF CONTENTS

3			
4	2	General Requirements and Information	5
5	2.1	Introduction	5
6	3	Roles and Responsibilities	6
7	3.1	Joint Purchasing Parties	6
8	3.1.1	Alabama Public Local Education Agencies	6
9	3.1.2	Other Purchasing Parties.....	6
10	3.1.3	Administrator	6
11	3.2	Qualified Bidder	7
12	3.2.1	Qualified Bidder Type.....	7
13	3.2.2	E-Verify Requirement.....	9
14	4	Contract Terms and Conditions.....	10
15	4.1	State Master Contract.....	10
16	4.2	Contract Holder	10
17	4.3	Multiple Awards.....	10
18	4.4	Sales Contacts	11
19	4.5	ALJP Agreement	11
20		Supplemental Agreements & Licensing Programs	11
21	4.6	Mini-Quote Procedure.....	12
22	5	E-Rate	12
23	5.1	E-Rate Mini Quote	12
24	5.2	E-Rate Contingency.....	13
25	5.3	E-Rate Payment Plans	13
26	5.4	E-Rate Service Provider Status.....	14
27	5.5	Document Availability and Retention.....	14
28	6	Response Procedure	15
29	6.1	ALSDE Identity Management (AIM) – Logins.....	15
30	6.1.1	Vendor Contact Registry	15
31	6.2	Product Line Formal Proposal.....	16
32	6.3	Evaluation and Contract Awards	16
33	7	Product Line Requests.....	16
34	7.1	Products Turnover	17
35	7.2	Warranty.....	18
36	7.3	Shipping & Delivery.....	18

37	7.4	Installation & Maintenance of Products Within Product Line.....	18
38	8	Discount	18
39	8.1	Single Discount – Across the Board	19
40	8.2	Categorical Discounts	19
41	8.3	Additional Discounts Allowed.....	19
42	8.4	Cost Plus Option.....	20
43	9	ALJP Required Price List	20
44	10	Additional Terms and Conditions.....	21
45	10.1	Payment.....	21
46	10.2	Separation.....	22
47	10.3	Severability	23
48	10.4	Disbarment From Participation	23
49	11	General Response Instructions	24
50	11.1	Bid Coordinator.....	24
51	11.2	Bid Identification.....	24
52	11.3	Schedule of Events:.....	25
53	12	Bid Conference.....	25
54	12.1.1	Cost of Preparing Bids	25
55	12.1.2	Bidder Errors	25
56	12.1.3	Request for Proposal Amendments and Cancellation	26
57	12.1.4	ALSDE Rights Clarification	26
58	12.1.5	Bid Package and Public Information.....	26
59	13	APPENDICES	27
60	13.1	ISO 9001 Clarification	27
61	14	Mandatory Requirements.....	29
62	14.1	ALJP Committee Evaluation Scoring	31
63	15	PLACEHOLDER SECTION FOR RESPONSE ITEMS.....	32
64	15.1	manufacturer’s statement (if applicable).....	33
65	15.2	ISO Certification Information – Required	34
66	15.3	Supplemental Agreements & Licensing (if applicable)	35
67	15.4	Warranty Information – Required	36
68	15.5	Reference Placeholder – Required	37

69 15.6 E-verify Documentation – Required 38

70 15.7 Company Inside sales – Required 39

71 15.8 Reseller Listing – Required..... 40

72 15.9 Discount Schedule – Required 41

73

74

Alabama K-12 Joint Purchasing Information Technology Program

Request for Proposal

RFP: ALJP2022

*Montgomery County School System
Participating Local Education Agencies & Educational Institutions
Alabama State Department of Education, Administrator*

2 GENERAL REQUIREMENTS AND INFORMATION

2.1 INTRODUCTION

In accordance with the [Title 16 Chapter 61E of the Code of Alabama 1975](#), the Alabama State Department of Education is seeking bids for Information Technology for hardware, software and related product lines equal to or equivalent to those product lines listed in this RFP. The law defines Information Technology as “Equipment, supplies, and other tangible personal property, software, services, or any combination of the foregoing, used to provide data processing, networking, or communications services.” Participating educational institutions include the Montgomery County School System, Alabama Public Local Education Agencies, and all educational institutions as defined by this law. These educational institutions have agreed, in writing, to participate in a joint purchasing program and have named the Alabama State Department of Education as the Administrator of the project. [Title 16 Chapter 61E](#) and [Title 16 Chapter 13B of the Code of Alabama 1975](#) are considered the guiding documents in the creation and administration of this bid and resulting contract(s).

The Alabama State Department of Education is seeking a bid response based on a percent off a pre-established Product Line Product Offering and Base Pricing list for the product line(s), or equivalent product lines, listed within this document, from vendors that hold current ISO 9001 certification. Resulting contract(s) from this bid will be available for a period that does not exceed 60 months, or to the extent law allows. The initial period of the contract(s) will be from acceptance of the contract through June 30, 2025, with the option of renewal for up to a maximum of an additional 24 months, not exceeding a total of 60 months. The resulting contract may be renewed after the initial contract period via email notification sent to the Contract Holder. The Alabama State Department of Education reserves the right to adjust the contract end date to meet the needs of the participants and various known programs such as the E-Rate Program. Notification of non-renewal or adjusted contract end dates should be provided 30 days prior to the effective date.

106

3 ROLES AND RESPONSIBILITIES

107 3.1 JOINT PURCHASING PARTIES

108 Title 16 Chapter 61E of the Code of Alabama 1975 (16-61E-2-(2)) states that “Educational and eleemosynary
109 institutions governed by boards of trustees or similar governing bodies, state trade schools, state junior
110 colleges, state colleges, or universities under the supervision and control of the State Board of Education, city
111 and county boards of education, district boards of education of independent school districts, Department of
112 Youth Services, the Alabama Institute for Deaf and Blind, the Alabama School of Fine Arts, and the Alabama
113 School of Math and Science” are eligible participants. All educational and defined eleemosynary institutions
114 that meet this definition may be eligible to participate once a joint purchasing agreement has been properly
115 executed. A list of these participating entities is available at
116 [https://connect.alsde.edu/sites/erate/aljp/ layouts/15/start.aspx#/Lists/LEA%20and%20Other%20Participants](https://connect.alsde.edu/sites/erate/aljp/layouts/15/start.aspx#/Lists/LEA%20and%20Other%20Participants/AllItems.aspx)
117 [/AllItems.aspx](https://connect.alsde.edu/sites/erate/aljp/layouts/15/start.aspx#/Lists/LEA%20and%20Other%20Participants/AllItems.aspx).

118 3.1.1 Alabama Public Local Education Agencies

119 The Montgomery County School System has agreed to initiate the process in the role of Party A of the joint
120 purchasing agreement. The agreement has been entered into by the remaining public K-12 Local Education
121 Agencies and other educational institutions as defined above, also known as Local Education Agencies, each is
122 considered as Party B in the agreement. The Montgomery County School System and these educational
123 institutions will be hereafter referred to as “LEA Group.” Only the LEA Group may purchase from the resulting
124 contract(s) of this bid. All public K-12 Local Education Agencies recognized by the Alabama State Department
125 of Education are considered participants in the LEA Group unless documentation is received from the potential
126 participant declining participation. Participation by the LEA Group Members through purchasing from any
127 contract(s) resulting from this RFP is optional.

128 3.1.2 Other Purchasing Parties

129 Per Title 16 Chapter 61E of the Code of Alabama 1975, universities, state colleges, and certain eleemosynary
130 organizations have also elected to participate. These entities are required to complete a joint purchasing
131 agreement prior to participation. [Click here](#) to find list of all participants or browse to
132 [https://connect.alsde.edu/sites/erate/aljp/ layouts/15/start.aspx#/Lists/LEA%20and%20Other%20Participants](https://connect.alsde.edu/sites/erate/aljp/layouts/15/start.aspx#/Lists/LEA%20and%20Other%20Participants/AllItems.aspx)
133 [/AllItems.aspx](https://connect.alsde.edu/sites/erate/aljp/layouts/15/start.aspx#/Lists/LEA%20and%20Other%20Participants/AllItems.aspx) for more information.

134 3.1.3 Administrator

135 The LEA Group has assigned the Alabama State Department of Education as the Joint Purchasing Administrator
136 for the execution of the Alabama Joint Purchasing (ALJP) project in accordance with Title 16 Chapter 61E of the
137 Code of Alabama 1975. It will be the Alabama State Department of Education’s, hereafter referred to as
138 “ALSDE,” responsibility for the RFP, evaluating bids received, and awarding the contract(s), in which the ALSDE
139 shall have responsibility to comply with [Chapter 13B of Title 16, Code of Alabama 1975](#). It is important,
140 however, to remember that all the terms and conditions of Title 16, Chapter 13B, Code of Alabama 1975 that
141 are not expressly modified by [Title 16 Chapter 61E of the Code of Alabama 1975](#), shall apply to joint purchasing
142 agreements. This bid and resulting contract(s) do not supersede individual purchasing activities by the
143 individual members of the LEA Group. For example, if an individual group member of the LEA Group wants to
144 purchase Information Technology from vendors that do not meet the ISO 9001 requirement, they are free to

145 develop a separate bid in accordance to [Title 16, Chapter 13B, Code of Alabama 1975](#), and all other bid laws
146 that are applicable.

147 The ALSDE may not be allowed to purchase from the resulting contract(s) unless approval is received from the
148 Alabama Department of Finance.

149 Though the ALSDE as administrator has sole responsibilities for the administration of this project, a committee
150 consisting of technology representatives from the LEA Group will assist the ALSDE in all phases of the project
151 including awarding of contracts.

152 **3.2 QUALIFIED BIDDER**

153 In accordance with Title 16 Chapter 61E of the Code of Alabama 1975 ([Section 16-61E-1](#)), “any companies that
154 have ISO-9001 certification or any companies or contractors whose affiliates, subdivisions, subsidiaries, or
155 departments have ISO-9001 certification can bid on the information technology to be jointly purchased by...”
156 the LEA Group. This certification criterion is critical and any vendor that would like to submit a qualified
157 response for this Request for Proposal shall provide documentation proving current ISO 9001 certification in
158 accordance to Title 16 Chapter 61E of the Code of Alabama 1975. Any interested bidder that meets this
159 requirement will be hereafter referred to as a “Qualified Bidder.” For further clarification of the ISO 9001
160 requirement see appendices and www.iso.org. The current quality management standards of International
161 Organization for Standardization (ISO) acceptable to meet the requirements of a “Qualified Bidder” are ISO
162 9001:2015. The ISO 9004:2018 or other related “Quality Management and Quality Assurance” standards set
163 by ISO may also be accepted. If an interested bidder provides any other certification in their response as an
164 alternative to the required certification, it will be that bidder’s responsibility to clearly define the certification
165 and provide verifiable documentation from the ISO indicating the alternative is equal to or equivalent to the
166 ISO 9001 certification. If the bidder’s company name is not listed on the ISO 9001 certificate provided in the
167 response, then it is the bidder’s responsibility to clearly define the bidder’s relationship with the company
168 listed on the certificate in terms that meet the requirements listed in the “ISO Clarification” documentation in
169 the appendices of this RFP. This certification is required by any awarded Qualified Bidder throughout the life of
170 any contract awarded as a result of this RFP. It is the responsibility of the Qualified Bidder to maintain an up-
171 to-date ISO 9001 Certification and provide the ALSDE with the current certificate.

172 The Qualified Bidder will provide ISO Certification detail and contact information including ISO Registrar
173 information and Registrar’s Website. The Registrar’s website should include a list of all their ISO client awards
174 that includes the Qualified Bidder in that listing. The ALSDE reserves the right to confirm ISO certification
175 through contact of listed Registrar and/or other resources that may be available for verification.

176 All interested bidders shall read this document in its entirety. Qualified Bidders who choose to respond shall
177 print, read, notarize, and include this document with the final response. A Qualified Bidder shall respond to
178 this RFP using the format and procedure as described within this document for their response to become a
179 Qualified Response.

180 **3.2.1 Qualified Bidder Type**

181 There are typically two types of Qualified Bidders. They include but are not limited to:

182 **3.2.1.1 Manufacturer with ISO 9001 certification**

183 Any ISO 9001-certified manufacturer who meets bid specifications can bid on any of the product lines listed in
184 this RFP.

185 Manufacturers may be the sole seller of the product line and/or they may assign specific ALJP Authorized
186 Resellers to sell the contracted products within the product line. The manufacturer is responsible for the
187 assigned ALJP Authorized Resellers and shall assure that these entities are providing appropriate services to
188 the LEA Group members as defined within the resulting contract. If the manufacturer sells the product line,
189 then inclusion of the manufacturer's Sales Contact information is required. A Sales Contacts/ALJP Authorized
190 Resellers List shall be provided.

191 All Contract Holders shall keep this list updated and accurate. Historical documentation shall be maintained
192 with respect to this list.

193 **3.2.1.2 ISO 9001-certified Authorized Reseller**

194 An ISO 9001 Certified Authorized Reseller is a vendor who is authorized by the manufacturer to resell the
195 proposed manufacturer's product line or specific product line request as listed within this RFP.

196 In some cases, these Qualified Bidders solely provide sales through their own staff within their company and
197 may not assign resellers. However, any awarded Contract Holder has that option. If this option is chosen, then
198 the ISO 9001 – Certified Authorized Reseller (Qualified Bidder) may assign specific **ALJP Authorized Resellers** to
199 sell the contracted products within the product line. The Qualified Bidder is responsible for the assigned ALJP
200 Authorized Resellers and shall assure these entities are providing appropriate services to the LEA Group
201 member as defined within the resulting contract and are in compliance with any and all requirements as
202 provided by law. If the Qualified Bidder also sells the product line, then inclusion of the Qualified Bidder's
203 Sales Contact information is required. A Sales Contacts/ALJP Authorized Resellers List shall be provided.

204 The ALSDE reserves the right to reject an authorized reseller.

205 **All inside sales and reseller contacts shall obtain an ALSDE Identity Management login (AIM)** to participate in
206 any ALJP contract assigned. (See "[Vendor Contact Registry](#)" link on ALJP website) All Contract Holders shall
207 notify the ALSDE of any needed changes.

208 **3.2.1.3 Manufacturer's Statement**

209 The Qualified Bidder, as described in this section, bidding for a Product Line as an Authorized Reseller (Note:
210 Authorized Reseller is not equivalent to an ALJP Authorized Reseller) shall submit with this bid package a
211 current and dated letter addressed to the ALSDE from the manufacturer of the Product Line on the official
212 manufacturer letterhead that includes all of the following:

- 213
- 214 1. A statement that the Qualified Bidder is a Product Line Manufacturer's authorized reseller.
 - 215 2. A statement indicating that the Qualified Bidder is an education reseller (if applicable). If the
216 manufacturer does not have an education marketing program, such shall be indicated.
 - 217 3. Provide a brief history of the Qualified Bidder's and Manufacturer's relationship.
 - 218 4. The Manufacturer's assurance as to whether the Qualified Bidder can provide satisfactory
219 service to the LEA Group and a description of how the Qualified Bidder will serve the market
with the Manufacturer's support.

220 5. The Qualified Bidder is authorized by the Manufacturer of the Product Line to bid and
221 participate in this RFP.

222 The letter shall be signed by a management employee of the Manufacturer who will note in the letter their
223 explicit authority to sign the letter on behalf of the manufacturer and provide direct contact information for
224 further verification. The letter shall be included with the final response.

225 In each case above, the designated "ALJP Authorized Resellers" are not required to hold ISO certifications. The
226 awarded Contract Holder shall hold the required ISO certification and will be held responsible, with respect to
227 the continuance of contract, for the business conduct of each vendor listed as an ALJP Authorized
228 Reseller/Sales Contact within their submission, and any revisions of the ALJP Authorized Resellers Listing/Sales
229 Contacts. The awarded Contract Holder will have the sole responsibility of providing and updating the list of
230 ALJP Authorized Resellers or Sales Contacts for auditing purposes. Only ALSDE will exercise approval of this
231 submitted list and any modifications made to the list. Additionally, the awarded Contract Holder shall be
232 responsible for training their listed sales contacts and ALJP Authorized Resellers in the pricing and other details
233 of the contract if awarded.

234 A Manufacturer or Reseller of the Manufacturer's product line can be considered a Qualified Bidder if
235 minimum requirements are met.

236 **3.2.2 E-Verify Requirement**

237 All contractors doing business with the Public K-12 Local Education Agencies in the State of Alabama are
238 required to comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act
239 of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. The Qualified Bidder shall
240 provide the required documentation and will note the "Alabama Immigration Compliance" language located in
241 the final Agreement to be executed upon award of contract. The language in this section refers to Contractors
242 and Sub-Contractors. For the purpose of this RFP, the Contractors will be considered Contract Holders, and
243 the Sub-Contractors will be any other companies listed as Authorized ALJP Resellers or Sub-Contractor of the
244 Contract Holder performing contract related services.

245

246

Contract Information

247

4 CONTRACT TERMS AND CONDITIONS

248

4.1 STATE MASTER CONTRACT

249

250

251

252

253

254

255

256

257

258

259

260

The ALSDE intends for the resulting contract(s) of this RFP to serve as a State Master Contract for the LEA Group to use as a resource for the purchase of Information Technology specifically related to hardware and software product lines. The ALSDE makes no purchasing guarantee on behalf of the ALSDE or LEA Group Members to awarded vendor(s) with respect to quantities of products to be purchased by LEA Group Members from the resulting contract(s). The ALSDE makes no guarantee to awarded vendors of similar product lines or multiple vendors of the same product line that LEA Group members will choose their product over the other awarded vendor's product line contracts. The final awarded contract will consist of all documentation presented to the ALSDE by the Qualified Bidder in response to this RFP and the required documents during the life of the contract such as, but not limited to, updated ISO certificates, updated product line offering and pricing lists per website requirement and updated inside sales reseller contact information. Any questions related to terms and/or definition of terms shall be referenced here-in by the vendor prior to submission of bid.

261

4.2 CONTRACT HOLDER

262

263

264

265

266

267

268

269

A Contract Holder is considered a successful Qualified Bidder that has been awarded a given Product Line Contract based on the evaluation of their competitive and qualitative qualified response to this and other RFPs issued (if applicable) within the program. Depending on the number of individual successful responses a specific Qualified Bidder submits and is ultimately awarded, a Contract Holder may hold multiple contracts within the ALJP program. However, each contract awarded should be addressed as a separate instrument and should not be consolidated with other ALJP program contracts that a Contract Holder may hold, nor should the Qualified Bidder's response be dependent upon another contract awarded to the Qualified Bidder through another entity outside or external contract not related to the ALJP program.

270

271

272

Throughout the text of this document the terms Contract Holder and Qualified Bidder may be used synonymously. However, a Qualified Bidder will only become a Contract Holder if a valid contract has been awarded to the Qualified Bidder based on the response submitted.

273

4.3 MULTIPLE AWARDS

274

275

276

277

278

279

280

In accordance with [Title 16, Chapter 61E, Code of Alabama 1975 \[16-61E-2-\(c\)\]](#), "Competitive bids for information technology may result in awards to multiple vendors for each one product line in order to meet the specific requirements of participating educational institutions or to achieve compatibility with existing technology already in use." Based on this allowance, the ALSDE reserves the right to award multiple contracts for any one product line, if deemed necessary to meet the needs of all participants or LEA Group Members. Additionally, in the event a Qualified Bidder proposes and responds to this RFP with a product line containing products equal to or equivalent to a current product line ALJP contract and the product lines listed within this

281 RFP the ALSDE reserves the right to award a new contract (or contracts) for the given product line if it is in the
282 best interest of the LEA Group Members. In the event multiple awards for the same product line are made, the
283 LEA Group Member may be required or elect to deploy a “mini-quote” or “mini-bid”.

284 **4.4 SALES CONTACTS**

285 Contract Holders shall provide contact information for the authorized sales staff. This staff **and/or** ALJP
286 Authorized Resellers (vendors) shall be specifically familiar with the terms of the awarded contract (This
287 includes any ALJP Authorized Resellers, if applicable). LEA Group Members will be provided sales information
288 and obtain written ALJP quotes for a product or products they buy using the contract(s) resulting from this
289 RFP. The Contract Holder shall also be responsible for providing audit trail information for confirming contract
290 pricing either directly or indirectly through the ALJP Authorized Resellers, if applicable. The Contract Holder
291 shall maintain a comprehensive list of all active sales contacts and archive of inactive sales contacts on the
292 ALJP website. As described earlier, these sales contacts **shall be listed in the ALJP Vendor Contact Registry to**
293 **be included as sales contacts and/or resellers in response to this RFP.**

294 Additional notes may be provided to describe specific sales regions or other identification necessary to help
295 the LEA Group Member choose the correct Sales Contact in making their purchasing decision. As described
296 earlier the individuals listed here may be sales contacts that are a part of the actual Contract Holder’s staff
297 and/or contacts from other identified and authorized resellers. The term ALJP Authorized Resellers generally
298 refers to a company that is not the Contract Holder but is authorized by the Contract Holder to offer the
299 products awarded via a specific ALJP Contract awarded to the Contract Holder. The ISO Certification
300 requirement only applies to the Contract Holder.

301 **4.5 ALJP AGREEMENT**

302 Awarded contract(s) will be documented and approved by the execution of an “ALJP Agreement” for the
303 individual awarded product line based on the accepted and awarded qualified bid. This document is an
304 agreement between the ALSDE as the contract administrator and the awarded Contract Holder. The ALJP
305 Agreement serves as the binding document that establishes the contract. The structure of this document has
306 been approved by ALSDE’s General Counsel and shall not be altered except for demographic and required
307 calendar/date changes. In the event a Qualified Bidder requires any content modifications that are not
308 demographic in nature to the initially offered ALJP Agreement document, the ALSDE may withdraw the
309 contract offer or suspend offer to negotiate with the Qualified Bidder depending on the calendar or deadline
310 requirements of related programs, such as E-Rate, and the best interest of the LEA Group Members.
311 Agreements not accepted, signed, and returned within 45 days of being awarded are subject to cancellation.

312 **Supplemental Agreements & Licensing Programs**

313
314 Supplemental agreements required by a Contract Holder such as those common agreements that the actual
315 buyer and/or user of products and/or services within the awarded product line contract are allowable under
316 an award. These supplemental or additional agreements shall not contradict State of Alabama Laws, the ALJP
317 Agreement, the Terms & Conditions of this RFP, or increase the pricing of the awarded product line products
318 individually or as a whole. The calendar terms of these supplemental agreements shall not contradict the
319 length of an ALJP awarded contract. The ALSDE will not execute such a blanket contract for all LEA Group

320 Members; the Contract Holder will be responsible for educating the LEA Group Members concerning such
321 supplemental agreements and licensing programs who choose to purchase the products from the contract.

322 **4.6 MINI-QUOTE PROCEDURE**

323 Multiple awards for a given product line or equivalent product lines and services may be allowed. Additionally,
324 contract holders may designate ALJP Authorized Resellers and therefore, multiple sales contacts may be
325 available for the same or equivalent products and services. LEA Group Members are encouraged to seek
326 additional discounts when applicable.

327 In the event LEA Group members seek a product from a specific Product Line that has been awarded to two or
328 more qualified bidders, the LEA Group members are required to conduct a Mini-Quote process for
329 procurement for E-rate funded purchases. However, this mini-quote procedure is recommended, but not
330 required, for non-E-rate purchases.

331 **5 E-RATE**

332 Occasionally ALJP product line contracts may contain E-Rate eligible products and/or services. If applicable, the
333 required USAC (Universal Service Administrative Corporation) *Description of Services Requested and*
334 *Certification Form*, technically known as a Form 470, will be filed by the ALSDE to include certain categories of
335 E-Rate eligible products within the product lines for which this RFP is seeking contracts. The resulting
336 contract(s) are intended to be in compliance with USAC's definition of a State Master Contract for those
337 product lines that contain E-Rate-eligible equipment or services. It is the responsibility of each of the E-Rate
338 eligible individual members of the LEA Group and the awarded vendor and/or sales contacts for the awarded
339 contract to follow the rules of the E-Rate Program with strict adherence to the Eligible Services List. In the
340 event a sales contact, internal or external, of the awarded contract misrepresents the eligibility of the product
341 or service to the eligible E-Rate LEA Group Member, then that sales contact shall be responsible to the
342 applicant and E-Rate program concerning further financial retribution. If the sales contact providing
343 misrepresentation is listed by the specific Contract Holder as an ALJP Authorized Reseller (external), then the
344 Contract Holder will be held accountable and may be required to remove the provider from the authorized list.
345 The ALSDE has provided and will continue to provide guidance and assistance with E-Rate for individual LEAs
346 and in statewide training opportunities.

347 A contract(s) resulting from this RFP may be available to E-Rate eligible members for E-Rate FY2022, FY2023,
348 FY2024, FY2025 and/or FY2026 depending on program availability, state bid law, rules and the continuation or
349 renewal of the awarded contract(s) per contract requirements. Eligible LEA Group Members and Contract
350 Holders shall be aware of late funded applications for E-Rate applications for Internal Connections, specifically,
351 late funding decisions after the ALJP Contract has expired which may result in loss of funding according to
352 current E-Rate rules.

353 **5.1 E-RATE MINI QUOTE**

354 In accordance with Title 16, Chapter 61E, Code of Alabama 1975 [16-61E-2-(c)], "competitive bids for
355 information technology may result in awards to multiple vendors for one product line each in order to meet
356 the specific requirements of participating educational institutions or to achieve compatibility with existing

357 technology already in use.” Based on this allowance, the ALSDE reserves the right to award multiple contracts
358 for any one product line, if deemed necessary.

359 However, it should be noted that if an individual LEA Group member is purchasing a specific product that is
360 eligible for E-Rate discounts and plans to request such discounts, they shall choose the vendor that provides
361 the most cost-effective means for providing the product or equivalent product across all ALJP Product Lines
362 awarded. If multiple sales contacts identified as ALJP Authorized Resellers are available to provide the eligible
363 product or service, then the participant shall follow the “mini-quote” procedures as required by Universal
364 Service Administrative Company (USAC)/Federal Communications Commission (FCC). Failure to do so will
365 jeopardize the individual LEA Group member’s E-Rate request. The individual LEA Group members should
366 maintain all pricing documentation at the time of purchase to present to auditors when requested.

367 All sales contacts and/or authorized ALJP Resellers interested in providing E-Rate eligible products from an
368 awarded contract should possess a proper Service Provider Identification Number (SPIN) through USAC and
369 maintain a green light status in the E-Rate Program.

370 All E-Rate purchases from the resulting contract(s) of this RFP by the LEA Group members should comply with
371 E-Rate rules and regulations available at <http://www.usac.org/sl/> . Should the LEA Group member request
372 assistance in the determination of E-Rate eligibility, they should refer to the USAC Web site and then contact
373 the State E-Rate Coordinator’s office at the ALSDE if additional clarification is needed.

374 **5.2 E-RATE CONTINGENCY**

375 A contract(s) issued resulting from this RFP is (are) not contingent upon E-Rate Discounts awarded through the
376 E-Rate Program. However, E-Rate applicants are required to complete a detailed pricing list including
377 manufacturer’s product information during the filing of a Form 471. A specific template (USAC Bulk Upload
378 Template) for this is supplied by USAC and the Contract Holder and/or ALJP Authorized Resellers are **required**
379 **to use this formatted file for submission** when providing quotes to the individual school districts for E-rate
380 purposes. This listing requires specific information about the product or services for which the applicant is
381 requesting E-Rate Discounts, including the specific Service Provider information, documented quotes, and
382 product and location details. Quotes and pricing offers based on the awarded contract given to the eligible
383 LEA Group member by the Contract Holder’s identified Sales Contact may be contingent upon E-Rate awarded
384 discount for the given E-Rate Funding Year at the discretion of the applying eligible LEA Group Member.

385 **5.3 E-RATE PAYMENT PLANS**

386 In the event a product or service from the awarded product line contract has successfully been awarded, the E-
387 Rate discounts applicable by USAC and the Service Provider Invoice method of discounts are to be applied.
388 Then the service provider (contract Sales Contact) shall bill the applicant for their share of the transaction at
389 the same time any such invoice is sent to USAC for payment. The applicant shall pay their share within 90 days
390 of payment due date. The service provider will be responsible for filing the appropriate Service Provider
391 required E-Rate forms. E-Rate special allowances may be made in the case of new E-Rate Modernization
392 services such as “Special Construction” costs for eligible Category 1 services. See official FCC/USAC guidance
393 for detail.

394 **5.4 E-RATE SERVICE PROVIDER STATUS**

395 Any Contract Holder, sales contact (company) or authorized ALJP Reseller (company) that provides an E-Rate
396 eligible product within an awarded product line contract shall maintain a good standing/green light status with
397 the E-Rate program. They shall maintain and provide upon request a Service Provider Identification Number
398 (SPIN) that will correctly identify their business operations with the E-Rate program. In the event an eligible
399 Telecommunications Service is offered as a product within the awarded product line contract, the Contract
400 Holder, as a sales contact or designated Authorized Reseller, shall maintain credentials required by USAC and
401 the FCC to provide those services under the Telecommunications category of service.

402 **5.5 DOCUMENT AVAILABILITY AND RETENTION**

403 In accordance with Code of Alabama 1975 and applicable E-Rate Program requirements, all documentation
404 related to a contract(s) awarded as a result of this RFP will be open for public inspection for a period of at least
405 ten years (10) from the final contract expiration date (considering applicable renewals) and/or the last date of
406 service. All responses and accompanying documents in the form of hardcopy and/or digital documents will be
407 made available for public review; therefore, the Qualified Bidder should understand that all submitted
408 documents including pricing will be made available as well. This information will remain available for awarded
409 and non-awarded bid responses. Documentation of the Mini-Quote process shall be maintained in the same
410 manner as well by the LEA Group Member and responding ALJP sales contact.

411 Contract Holders and related sales contacts are also responsible for maintaining documentation as provided by
412 law and USAC requirements.

413 If the bid contains intellectual property and/or confidential information, those document items will not be
414 made publicly available and shall be specifically indicated on page 1 of this RFP.

415

6 RESPONSE PROCEDURE

416 All interested bidders shall follow the procedures described within this RFP. In general, the procedure will be
417 as follows:

- 418 1. Obtain or confirm an AIM login and be listed on the vendor contact registry.
- 419 2. Complete and submit Formal Response to this RFP. (Hardcopy to be delivered to ALSDE)

420 The purchasing activities by the individual LEA Group members with respect to the awarded contracts are
421 completed with every intention of following current bid laws as they pertain to city and county Local Education
422 Agencies in the state. The ALSDE does not charge the LEA Group members or the participating companies to
423 participate in the program. The participants shall self-monitor their purchasing activities, and the awarded
424 Contract Holder shall provide information the LEA Group Members need to document all purchases from the
425 resulting contract for auditing purposes.

426 Contract information will be maintained on the ALJP website. Each contract holder shall designate a Primary
427 Contract Contact (PCC) person. The PCC will represent the company and will provide updates to their contract
428 information as required.

429 6.1 ALSDE IDENTITY MANAGEMENT (AIM) – LOGINS

430 All companies who participate or request to participate in any ALJP activities shall have authorized company
431 individual employees to obtain an AIM login. This includes prospective companies, Qualified Bidders/Contract
432 Holders' Contract Contact(s), and Contract Holder assigned authorized resellers (per awarded contract).

433 Complete instructions for obtaining an AIM login are available on the ALJP website
434 [https://connect.alsde.edu/sites/erate/aljp/_layouts/15/start.aspx#/SitePages/Home.aspx] under the "Vendor
435 Contact Registry" link. It is important to note that Contract Holders and Qualified Bidders in response to this
436 RFP that choose to deploy a contract sales method that involves other companies as resellers for awarded or
437 proposed product lines shall require their "ALJP Authorized Reseller" contacts to obtain an AIM login. These
438 sales contacts shall be available with a given proposal to this RFP and a list of these individuals shall be
439 maintained by the awarded Contract Holder for the life of the awarded contract.

440 6.1.1 Vendor Contact Registry

441 The Vendor Contact Registry contains a list of vendors/contacts that have completed the process of obtaining
442 an AIM login. Interested Bidders may view this list to verify their employees who have properly obtained an
443 account. The list can be found under the "Vendor Contact Registry" link on the ALJP website. **Your company**
444 **shall be represented in this list before moving forward.**

445 Participating companies shall have at least one AIM login holder. A company may acquire additional logins for
446 their participating employees. **Each participating employee shall obtain their own AIM login using the**
447 **employee's own unique email address.** Companies are responsible for maintenance of these users and
448 Contract Holders shall maintain any user that is associated with their contract.

449

450 **6.2 PRODUCT LINE FORMAL PROPOSAL**

451 Qualified Bidder shall print and read this entire document and enter the required information (including the
452 entire cover page) and signatures where indicated. A digitized scan of completed documents along with other
453 indicated attachments shall accompany the mailed or delivered package in accordance with the instructions
454 provided in this RFP.

455 **6.3 EVALUATION AND CONTRACT AWARDS**

456 A Qualified Bidder's response will be evaluated and scored by the committee to determine if an award is to be
457 given. The Final Product Line Proposal for the awarded response will be promoted to a Contract denoted by
458 ALJP2022-xxxx. An official contract number will be assigned, and a formal agreement document shall be
459 executed. The awarded Qualified Bidder will be notified by email of the award and the agreement document
460 will be attached for signatures and returned to the ALSDE within 45 days of the contract award notification.
461 Agreements not accepted, signed, and returned within 45 days of being awarded are subject to cancellation.

462 **7 PRODUCT LINE REQUESTS**

463 The following is a list of individual **requested** product line contracts sought by the LEA Group Members within
464 this RFP. Qualified Bidders may submit responses for a listed product line or an **equivalent** Information
465 Technology product line similar in nature to a **requested** product line listed below.

466 This RFP is seeking multiple Product Line Contracts based on a **discount off a publicly published price list** for
467 the given categories of products. Some products within a product line/or brand may exist in multiple
468 categories; in these cases, the Qualified Bidder will submit one response for that entire product line or brand.
469 The listed product lines are product lines that LEA Group Members have requested to serve the specific
470 Information Technology needs of their schools and districts. These specific product line requests are referred
471 to as ALJP **Requested** product lines.

472

473 **Product Line Requests**

474 The following is a listing of new product lines requested by LEA Group Members. This listing displays the
475 requested product line in alphabetical order.

3XLogic	Arecont Vision	Cambium	Digital Watchdog	GoGuardian	Lexmark	Newline Interactive	Riverside Technologies	Symantec	Yealink
Absolute	ARUBA	Canon	Dukane	Google	LG Display	Nexlink	Rubrik	Syn-Apps	Zoom
AccessXpert	Asus	Casio	Earthwalk	Griffin	Liebert	Nutanix	Ruckus	TierTime	
Acer	Audio Enhancement	CatchOn	Eaton	Higher Ground	Lifesize	Oculus	Salto	Trend Micro	
ACTi	Aver	CDI Technologies	Elmo	Honeywell	Lightspeed Systems	OneScreen	Samsung	Triplite	
Adobe	Avigilon	CEF	EMC	HoverCam	Lightspeed Technologies	OpenEye	Securly	Turning Technologies	
ADTRAN	AVtech	Centegix	ENA	Howard Computers	LockNCharge	Otter Products	SentinelOne	Vaddio	
Aerohive	Axis	Cetecea	EnGenius	HP Inc.	Luxor	Palo Alto	Services	Valcom	
AG Parts	Barracuda	Chief	Epson	HPE	MakerBot	Panasonic	SetpCG	Veritas	
Airwatch	Belkin	Cisco	Ergotron	Hubbell	Malwarebytes	Panduit	Sharp	Verkada	
Alertus	Benq	ClassLink	ESET	HVE	Maxell	Peerless AV	Sharp NEC Display	ViewSonic	
Algo	Bitdefender	ClassVR	Extreme	IBM	McAfee	Polycom	Signamax	Viperline	
Allied Telesis	Blackboard	Clartouch	Extron	InFocus	Microsoft Hardware	PowerGistics	Singlewire Software	Vivitek	
AllWorx	Bogen	Clever	Faronics	Intel	Microsoft Software	PowerUpEdu	SMART	Vizio	
AMAG Security	Bosch	CradlePoint	Feenics	JAR Systems	Mikrotik	ProDataKey	SmartVoice	VMware	
AND	Boxlight	Crestron	Fluke	Juniper	Milestone Security System	Promethean	Sony	Wacom	
Anywhere Cart	Bretford	Cylance	Fortinet	Kajeet	Mitel	Quiktron/Legrand	Sophos	Wahsega	
APC	Brother	Da-Lite	Front Row	Kanto	Monoprice	Refurbished Devices	Sphero	WatchGuard Technologies	
Apple	ByteSpeed	Datto	Gaggle	Kaspersky	MyAssetTag	Renaissance Learning	Splunk	WebEx (Cisco)	
Appliansys	Cables2Go	Dell	Genetec	Lenovo	Netapp	Ricoh	SWIVL	Xerox	

476

477 **7.1 PRODUCTS TURNOVER**

478 Upon award, the products listed in the base price source of the specific Product Line products may be modified
479 as product availability may fluctuate throughout the life of an awarded contract. Discontinued products may
480 be removed as required and new products within the specific product line may be added. Though the addition
481 of new products is allowed, the products shall remain susceptible to the discounts proposed with the Qualified
482 Bidder's response once a contract has been awarded to that Qualified Bidder. In the event of price changes to
483 the Product Line and Base Pricing source, the Contract Holder will be required to update their ALJP price
484 website.

485 Unless specifically indicated within the product line listing, the products sought within this RFP are new
486 products and not remanufactured or refurbished products. Products shall have the manufacturer's original
487 serial number or comparable identification that has not been altered in any way.

488 **7.2 WARRANTY**

489 If commonly offered within the Product Line Product Offering and Base Pricing source identified by the
490 Qualified Bidder and/or by the manufacturer of the product line, all products listed within the source shall
491 include a standard warranty and provide on-site warranty services directly or indirectly through the
492 manufacturer or a manufacturer's authorized agent. There shall be no charge for a standard warranty unless a
493 charge is common within the product line in general. Extended warranties may be included in the source.
494 Manufacturers' products that normally provide "depot service only" are an exception. The warranty options,
495 including pricing for the products individually or as a group within the proposed Product Line Product Offering
496 and Base Pricing source, shall be clearly stated. Any warranties offered on the source shall not be altered in
497 any way to meet the terms and conditions of this RFP.

498 **7.3 SHIPPING & DELIVERY**

499 All products purchased by an LEA Group member shall be delivered FOB Destination. The awarded vendor
500 and/or authorized reseller agree to bear the risk of loss, injury, or destruction of the items ordered prior to
501 receipt of items by the LEA Group member.

502 Free shipping is preferred; however normal/common shipping cost(s) for the delivery of the specific product(s)
503 within the product line ordered by individual members of the LEA Group may be included in quotes. **These**
504 **costs shall be clearly identified and documented in specific contract quotes and any sales communications.**

505 **7.4 INSTALLATION & MAINTENANCE OF PRODUCTS WITHIN PRODUCT LINE**

506 Installation and maintenance of specified products of the specific product line may be included in the
507 proposed Product Line. These products should be considered as products of the Product Line and shall meet
508 the same requirements of all other products of the product line. Such installation & maintenance products
509 listed with a "call for prices" will **not** be allowed. If Installation is offered, installation **SHALL** be listed as a
510 **separate line item.**

511 The LEA Group Member shall use other contracts or properly procure installation, managed, or maintenance
512 services not found within the product line.

513 **8 DISCOUNT**

514 The Qualified Bidder shall provide a quote as a specific discount off the proposed Product Line Base Pricing
515 submitted in the form of a percentage. The discount shall be applied to the base prices specifically identified
516 and provided in the proposed Product Line. **The Discount Schedule Form is located in Section 14.9, the last**
517 **page of this document.**

518 **8.1 SINGLE DISCOUNT – ACROSS THE BOARD**

519 If that submitted quote is a single discount to be applied to the base price of all products listed in the Product
520 Line, then that discount is considered a single or across-the-board discount. The Qualified Bidder's quote of a
521 single or across-the-board discount shall remain static throughout the life of the contract with one exception.
522 The eventual Contract Holder may only increase their original discount quoted in their specific bid response. A
523 decrease in discount will not be allowed for the life of the contract. New products added to the Product Line
524 throughout the life of a contract will be subject to the same discount. If the Contract Holder is unable to
525 extend the discount originally quoted to the new products, then those products should be clearly noted as
526 "not available" using the contract. The Qualified Bidder shall also complete the Discount Schedule indicating
527 the proposed single discount within this document.

528 **8.2 CATEGORICAL DISCOUNTS**

529 It is recognized that within some requested product lines there are clear and distinct categories of sub-
530 products within the submitted base pricing. It is recognized that it may be in the best interest of the LEA Group
531 Members to allow the Qualified Bidder (and subsequently the Contract Holders) to provide a *different*
532 discount proposal for each of these predetermined categories. However, these categories shall be well
533 established and defined within this product line's history prior to the submission of a bid response to this RFP
534 and not developed specifically for the Qualified Bidder's response to this RFP. The allowance of categorical
535 discounts does not include a predetermined category for each and every product within the product line, i.e.,
536 every product listed in the Product Line and Base Pricing source cannot be considered a category in and of
537 itself. If clear and distinct categories cannot be identified, then the Qualified Bidder shall use the single
538 discount as their response to the entire product line.

539 These categorical discounts per category will not be allowed to decrease over the life of the contract. If the
540 Qualified Bidder chooses to submit discounts using categories as opposed to a single discount for the entire
541 Product Line and Base Pricing source, then the quoted categories shall be clearly and distinctly recognized per
542 product listed in that source. The Qualified Bidder shall provide a detailed description of each category and
543 provide the specific reference of discount quoted for each category. If Categorical Discounts are submitted, the
544 Qualified Bidder shall complete the Discount Schedule indicating categories and proposed discount in each.

545 A description of the discounts submitted, whether a single across-the-board discount or categorical discounts,
546 shall be provided in your RFP response. New products added under this scenario shall clearly fit within a given
547 predetermined category and that category's quoted discount should apply. If the Contract Holder is unable to
548 extend the discount originally quoted to the new products, then those products shall be clearly noted as "not
549 available" using the contract.

550 **8.3 ADDITIONAL DISCOUNTS ALLOWED**

551 It should also be noted that, during a contract period, a Contract Holder and/or sales contacts including ALJP
552 Authorized Resellers assigned may offer or quote additional discounts above and beyond those discounts
553 awarded in the resulting contract(s) of this RFP. Additional discount(s) may include additional discounts for
554 volume purchases and/or other events. All such pricing will still be considered within the awarded ALJP
555 contract.

556 **8.4 COST PLUS OPTION**

557 The Qualified Bidder may provide a Cost-Plus discount or mark-up over cost form of discounting method.
 558 However, the initial cost would be considered the “base price” and it shall be incorporated clearly within the
 559 Product Line Product Offering and Base Pricing source as described above. Additionally, the ALJP Price List
 560 required will be modified such that the base price will be the Cost, the discount will represent the percent (%)
 561 mark-up on Cost and the ALJP Price will be the cost of the product plus the mark-up. Categories may still apply
 562 as previously discussed. In this model, the percentage mark-up shall never increase but may be reduced to
 563 favor the LEA Group Members. This is not the preferred method of discounting; however, it will be accepted.

564 **9 ALJP REQUIRED PRICE LIST**

565 Pricing of the individual products proposed in a Qualified Bidder’s response is critical. There are two key
 566 elements in ALJP pricing, and they are the Base Price for all of the individual products within a requested
 567 product line (or equivalent proposed product line) and the proposed discount. The combination of these two
 568 elements is used to calculate the ALJP Price for the products. While a LEA Group Member will browse to the
 569 base price source (proposed) and then apply the discount (proposed) to calculate the actual ALJP price for a
 570 product within the product line (proposed), a listing of the ALJP prices along with the parameters shall be
 571 made available for current pricing and past pricing for audit purposes.

572 The Qualified Bidder shall provide a digital detailed Alabama Joint Purchasing Price List (ALJP Price List) with a
 573 response to product line, or equivalent, within this RFP. This list shall be in the form of a Microsoft Excel
 574 spreadsheet file consisting of the individual information on the products listed in the proposed Product Line
 575 and Base Pricing source, including the MFG SKU, Qualified Bidder’s or Product Line and Base Pricing source
 576 Product Identification Number, Name of Product, Description of Product, ALJP Product Category, UOM, base
 577 price from the Base Pricing source, discount applied, ALJP Price, and Discount Category (if applicable). Only
 578 products of the proposed product line are to be entered. There shall be no horizontal divisions and the list
 579 continuous until all products of the proposed Product Line and Base Pricing have been listed with all
 580 information with an ALJP Price calculated. An Excel template will be provided, and the Qualified Bidder shall
 581 verify accuracy and availability of the data provided by the Qualified Bidder on USB flash drive or similar
 582 storage device. The Qualified Bidder shall use the format described and provided in the Bid Submittal section
 583 of this document. Additionally, this file shall be provided on digital storage devices within the final submission
 584 package. Two separate digital copies shall be provided.

585 In the event a contract is awarded and properly procured, this proposed ALJP Price list will become active and
 586 shall be updated as products are added and/or modified to the Product Line Product Offering and Base Pricing
 587 source by the Contract Holder (once an award has been made). The contract holder shall provide pricing, and
 588 archived pricing, via website/online using one of the following methods:

- 589 1 - Online catalog listing base/catalog pricing information (provide URL)
- 590 2 - Base pricing document (spreadsheet) hosted on bidder website (provide URL)

591 In addition, all base/catalog pricing information shall be available without a predetermined login, shall not be
 592 unique to the Qualified Bidder’s response to this RFP, source/website shall be updated and made available

593 throughout the RFP process, and in the event of an award, the awarded Qualified Bidder shall maintain this
594 website/online document throughout the awarded contract length.

595 The proposed ALJP Price List will be a key element in the evaluation of awards. It is important that this list be
596 verified and included in the format described within this RFP. Elements such as Product ID/SKU, base pricing of
597 individual products shown within the submitted Product Line and Base Pricing Source will be located and
598 verified. **Price for installation should be indicated as separate line item(s) as applicable.**

599 **10 ADDITIONAL TERMS AND CONDITIONS**

600 **10.1 PAYMENT**

601 The awarded Contract Holder or designated authorized reseller shall not construe payment as acceptance of
602 products furnished under the resulting contract. The LEA Group member or the ALSDE reserves the right to
603 conduct further testing and inspection after payment, but within a reasonable time after delivery, and to reject
604 the product(s) if such a post-payment testing or inspection disclosed a defect or a failure to meet
605 specifications.

606 Upon notification of a defective or rejected product the Contract Holder or Authorized Reseller shall
607 coordinate plans to replace the product(s) with others that conform to the specifications and which are not
608 defective. The replacement of the product will be at the Contract Holder's (or, if applicable, the ALJP
609 Authorized Reseller's) expense and shall be performed within 15 days of notification. Rejected products left
610 longer than 30 days will be regarded as abandoned, and the LEA Group member will have the right to dispose
611 of the product(s) as its own property.

612 All products shall be free of all liens.

613 In accordance with Title 16 Chapter 61E of the Code of Alabama 1975, each LEA Group member shall pay its
614 share of expenditures for purchases under any agreement in the manner set forth in the agreement and in the
615 same manner as it pays other expenses of the LEA.

616 If an award is made to a Qualified Bidder, such awarded Contract Holder and/or chosen ALJP Authorized
617 Reseller shall receive purchase orders as normally done to furnish the awarded products of the specific
618 product line to the LEA Group Member. Purchases made through the resulting contract of this RFP shall be
619 offered to only those Local Education Agencies, universities, and colleges participating in the program (LEA
620 Group Members) and listed on the ALJP website. Prior to the issue of a purchase order, the LEA Group
621 Member may request an official ALJP contract quote. For audit purposes the Sales Contacts listed as contacts
622 authorized to sell a product or products from the awarded product line contract should provide a quote to
623 interested LEA Group Members, upon their request(s), with the following information present and
624 documented:

- 625 * ALJP Contract Number
- 626 * All pricing information including
 - 627 ○ Non-ALJP Discounted price from Product Line Product Offering and Base Pricing
 - 628 ○ ALJP Discount Provided
 - 629 ○ Additional Discounts (if applicable)

- 630 ○ Total price for Quote
- 631 * Sales Contact Information
- 632 * The quote should not include products from other product lines not covered under the specific
- 633 ALJP Contract
- 634 * A given deadline for prices to expire, however only additional discounts may be allowed to
- 635 expire as the contract price based on the awarded discount will remain in effect for the life of
- 636 the contract.

637 Individual schools or ALSDE-recognized entities of the LEA Group members may also purchase products from
 638 the awarded contracts through their system technology coordinator or designee. They shall contact the
 639 system technology coordinator or purchasing agent for instructions.

640 All documentation of purchases from the resulting contract(s) shall include reference to the assigned ALJP
 641 Contract number.

642 The ALSDE will not participate in any individual purchase(s) between the awarded vendor and LEA Group
 643 member. The ALSDE aids through the publishing of current and official contract information on the ALJP
 644 website, approving and monitoring the website and required documentation developed by the Contract
 645 Holder(s) and other administrative functions of the awarded contract(s). It is not the intent of the ALSDE to be
 646 involved in individual purchases using resulting contract(s) unless a conflict arises with contract terms and
 647 conditions.

648 **10.2 SEPARATION**

649 The LEA Group members may provide information to the ALSDE concerning the awarded contract performance
 650 consisting of the ability to meet contract obligations, quality of customer service, and other vendor
 651 performance factors. This information will be evaluated throughout the contract(s) life by the committee to
 652 determine if a termination of contract is warranted. The ALSDE will provide a formal mechanism for such
 653 communications with the LEA Group Members.

654 Possible reasons for contract termination may include any of the following:

655 Failure to meet the requirements of this RFP throughout the contract period including a current and
 656 non-obsolete ISO-9001 certification;

657 Failure to deliver the product(s) purchased within an agreed upon time period or period specified on
 658 the Purchase Order. In cases that are proven to be beyond the control of the Contract Holder or
 659 authorized reseller some exceptions may be considered;

660 Failure of Contract Holder or Contract Holder's identified authorized resellers to provide purchasing
 661 information as described within this RFP;

662 Improper delivery;

663 Failure to provide a product(s) that is in conformance with the specifications referenced in the RFP;

664 Failure to provide products at prices described;

665 Failure to provide quarterly update information;

- 666 Delivery of a defective item without replacement;
- 667 Insolvency or bankruptcy;
- 668 Failure to protect, to repair, or to make good any damage or injury to property; or
- 669 Breach of any provision of the Contract.

670 **10.3 SEVERABILITY**

- 671 If any provision of this RFP or resulting contract(s) is declared by a court to be illegal or in conflict with any law,
- 672 then the parties shall give effect to the balance of the RFP or resulting contract(s) to the extent possible.

673 **10.4 DISBARMENT FROM PARTICIPATION**

- 674 If, within the past five (5) years, the Qualified Bidder has been disbarred, suspended, or otherwise lawfully
- 675 precluded from participating in any public bid activity with any federal, state, or local government, the
- 676 Qualified Bidder shall include a letter with the bid package describing detailed information relating to the
- 677 disbarment or suspension.

- 678 Failure to supply such a letter may result in a disqualified bid or cancellation of contract.

679

11 GENERAL RESPONSE INSTRUCTIONS

680 11.1 BID COORDINATOR

681
682
683
684
685
686
687
688
689

Sue Ellen Gilliland
Alabama State Department of Education
Educational Technology
P.O. Box 302101
5351 Gordon Persons Building
Montgomery, AL 36130
Phone: 334-694-4537
Fax: 334-694-4958
Email: sueellen.gilliland@alsde.edu

690 11.2 BID IDENTIFICATION

691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710

Each product line listed in the Product Lines Requested section of this document is to be addressed by the name of the Product Line listed. In general, reference to this RFP shall be indicated by ALJP2022.

All communication regarding this RFP shall be directed to the bid coordinator listed in section above.

All communication shall be submitted via email by the deadline specified in the schedule of events listed in Schedule of Events section and all Q&A will be posted on the Q&A section on the ALJP website (RFP Page).

Each communication in relation to a specific product line requested shall be clearly marked with the ALJP2022-*the product line name* located in the Product Lines Requested section of this document entered in the subject area of the email or on the envelope. If the communication is related to the RFP in general, then use "ALJP2022" as the reference for the communication.

The ALSDE will not be held responsible for delays or technical problems that may arise due to temporary failure of email or website availability.

In the event that the interested vendor does not have access to the website, all communications may be sent by email and/or regular mail but shall be received by the ALSDE prior to the deadline specified in the schedule of events listed in Schedule of Events section.

It is the responsibility of the Qualified Bidder to monitor this site for information updates, instructions, or addendums.

Any information, other than the information provided in this RFP and website, given by the ALSDE should be considered for informational purposes only.

711 **11.3 SCHEDULE OF EVENTS:**

Event	Date-Time (Central Time Zone)
ALSDE Release of RFP for Response	November 15, 2021
Deadline for Questions	December 6, 2021
Deadline for Submitting Bid(s)	December 16, 2021 at 10:00 A.M. CST
Public Bid Opening	December 16, 2021 at 10:15 A.M. CST-Kimbrough Conference Room
ALSDE and Committee Evaluation Process Begins	December 16, 2021
Notification of Contract Award Begins	December 22, 2021(May take several weeks)
Purchasing by LEA Group May Begin	Dates to be posted on ALJP Website

712

713

12 BID CONFERENCE

714 The ALSDE will not hold any formal bid conference. The ALSDE may provide informational sessions as needed
 715 based on the level of questions received. Interested bidders should visit the ALJP website often to verify any
 716 such meetings. These meetings will not be required.

717 The LEA Group members may choose to require a bidder's conference in their mini bid/quote efforts.

718 **12.1.1 Cost of Preparing Bids**

- 719 • The ALSDE will not reimburse any cost the bidder may have in the preparation and submittal of any bid
 720 package.
- 721 • It should be noted that the use of Microsoft Word 2013 or later, Microsoft Excel 2013 or later and
 722 Adobe Acrobat Professional may be required.
- 723 • Scanning or digitizing documents shall be required.

724 **12.1.2 Bidder Errors**

725 ***12.1.2.1 Revisions to Previously Submitted Bids***

- 726 • Any bidder who submits a bid package and finds it needs revisions or canceling may do so via email
 727 notification to the coordinator. The ALSDE will not open sealed bids before the bid opening date and
 728 time. If revisions are needed, then the bidder shall notify the coordinator via email of the cancellation
 729 of current bid package and submit a new bid package **before** the deadline for submitting bids.

- 730 • The bidder is responsible for cancelled bid package(s). The cancelled bid package(s) will remain sealed
 731 and be voided in the bid process. It will be discarded upon notification of the bidder unless the bidder
 732 arranges for pick-up.
 733 • Bidders are responsible and liable for all errors or omissions contained in their bid packages.

734 **12.1.3 Request for Proposal Amendments and Cancellation**

- 735 • The ALSDE in conjunction with the Montgomery County School System reserves the right to amend
 736 this RFP at any time.
 737 • The ALSDE also reserves the right to cancel and/or re-issue this RFP at its sole discretion.
 738 • Any amendments or cancellations regarding this RFP will be made via Web site announcements
 739 (<http://aljp.ALSDE.edu>). It is the bidder's responsibility to monitor website for such information daily.

740 **12.1.4 ALSDE Rights Clarification**

741
 742 The ALSDE reserves the right to:

- 743 • Reject all proposals.
 744 • Reject individual proposals for failure to meet any requirement.
 745 • Waive minor defects.
 746 • Negotiate with known vendors to provide the product line to the LEA Group members in the event a
 747 product line does not receive a bid package or receives a single bid package for a specific product line.
 748 • Seek clarification of the proposal from Vendor at any time, and failure of the Vendor to respond is
 749 cause for rejection. Clarification is not an opportunity to change the proposal.

750 **12.1.5 Bid Package and Public Information**

- 751 • All bid packages and any materials submitted in response to this RFP by the bidder become the
 752 property of the ALSDE. Selection or rejection of a bid package does not affect this right.
 753 ○ All information provided by the bidder in the bid package will be available for public viewing
 754 upon request after bid opening, unless previously deemed intellectual property. All awarded
 755 responses will be posted on the ALJP website throughout the life of the contract.
 756 • By submitting a bid package, the bidder acknowledges and accepts that the full contents of the bid
 757 package will be made available for public inspection. **By submitting a bid package, the bidder agrees**
 758 **to all requirements, terms, and conditions of the RFP.**

759

13 APPENDICES

760 13.1 ISO 9001 CLARIFICATION

761

762 The ALSDE and ALJP LEA Group Committee will remain consistent with Chapter 61E of the Code of Alabama
763 1975. It is clearly stated within the law that “The Legislature therefore desires to authorize the joint purchase
764 of information technology and competitive bidding as well as ensure quality vendors.” The ISO-9001
765 certification requirement is a practical requirement to ensure our schools purchase information technology
766 from quality vendors. A company/vendor having this current and up-to-date certification has demonstrated,
767 and been certified by an ISO Registrar, quality and exemplary business management in terms of customer
768 service, sound consistent business practices, and the proven ability to offer services and products to the
769 participating Alabama Public Local Education Agencies (LEA Group). The Title 16 Chapter 61E of the Code of
770 Alabama 1975 (formerly known as Alabama Act No. 2003-392), signed into law on June 23, 2003 by Governor
771 Bob Riley, is the guiding document in the creation and administration of this bid and resulting contract(s).

772 The term “affiliates” as included in the ISO-9001 requirement stated within the Title 16 Chapter 61E of the
773 Code of Alabama 1975 that “any companies that have ISO-9001 certification or any companies or contractors
774 whose affiliates, subdivisions, subsidiaries, or departments have ISO-9001 certification can bid on the
775 information technology to be jointly purchased.”

776 2) AFFILIATE. A person who directly or indirectly owns or controls, is owned or controlled by, or is under
777 common ownership or control with, another person. Solely for purposes of this definition, the terms "owns,"
778 "is owned" and "ownership" mean ownership of an equity interest, or the equivalent thereof, of ten percent or
779 more, and the term "person" means an individual, partnership, committee, association, corporation, or any
780 other organization or group of persons.

781 Additionally, the Federal Communication Commission (FCC), in the Telecommunications Act of 1996 (available
782 on the Internet at <https://www.fcc.gov/general/telecommunications-act-1996> located in section 3 of the
783 document) stating the following:

784 “The term `affiliate' means a person that (directly or indirectly) owns or controls, is owned or controlled by, or
785 is under common ownership or control with, another person. For purposes of this paragraph, the term “own”
786 means to own an equity interest (or the equivalent thereof) of more than 10 percent.”

787 However, if the bidding company does meet ISO-9001 certification requirement, then that company, if
788 awarded the contract, can name authorized resellers that could include companies that do not meet the ISO-
789 9001 or affiliate requirement. An authorized reseller of a product line manufactured/published does not
790 automatically meet the definition of an affiliate. Authorized resellers can be removed by awarded company in
791 accordance with their definition of an authorized reseller.

792 The **bidding company/vendor listed on the cover page shall meet the ISO-9001 certification** or be a vendor
793 who directly or indirectly owns or controls, is owned or controlled by, or is under common ownership or
794 control with, another vendor of which the ownership represents 10% equity of a company that is currently
795 ISO-9001-certified. If there is an affiliated relationship and the awarded vendor does not actually hold the
796 certification, the bidder shall include documentation of proof that the bidding vendor has an affiliation or is a
797 subdivision, subsidiary, or department of a company that does have an ISO-9001 certification, in accordance
798 with the definition stated above, including a letter of qualification on the ISO-9001. This letter should be on
799 the ISO-9001-certified company's letterhead and signed by an authorized official of the company as well as
800 notarized. The content of the letter should describe the relation between the two companies and how the
801 definition of affiliate is met including a description of the ownership or control. An ISO-9001 certificate should
802 be included and in the "ISO CERTIFICATION INFORMATION" area on the cover page, the certifying company's information
803 should be entered. Adjacent to the title of that section the bidder will include a statement that identifies the
804 relation to the certified company. This statement should read: In Affiliation With..., Subdivision of ...,
805 Subsidiary of ..., or A Department of (Ex: *In Affiliation with XYZ Corp.*).

806

807 ALJP Response Requirements and 808 Evaluation

809 The following items represent the mandatory requirements for bid acceptance. If there is additional
810 information, e.g., company profiles, sales brochures, complete catalogs, etc., please include it in a separate
811 PDF.

812 **14 MANDATORY REQUIREMENTS**

813 Your response shall not deviate from the format described within this document.

814 1. General Requirements

- 815 a. If bidding multiple product lines from a variety of manufacturers and suppliers, it is acceptable
816 to include multiple Cover Sheets, Price Lists and Discount Schedules attached to a single copy
817 of information that will be standard across your bids, e.g., demographics, E-Verify information,
818 sales contacts, ISO-9000 certification, etc.
- 819 b. The Qualified Bidder shall provide the response in a binder (hard shell) that will have secure
820 pockets for the required digital storage devices.
- 821 c. The Qualified Bidder shall provide two identical digital storage devices containing 2 files each:
822 one shall be a single portable document file (PDF) containing the completed proposal
823 response. The other file shall be the Excel ALJP spreadsheet containing your submitted price
824 list.
- 825 d. The Qualified Bidder shall notarize the entire RFP document.
- 826 e. Each securely sealed package shall be clearly marked with the ALJP2022 - and the Specific
827 Product Line. (Example: ALJP2022-Acer) Please include a "DO NOT OPEN" message clearly on
828 the package. If package is boxed inside a carrier's box, then that box should also have the ALJP
829 RFP ID clearly visible.

830 2. ISO 9001 Certificate – Current and Valid

831 3. E-Verify Participation Requirements

832 4. Valid Product Line and Base Pricing URL (Equal or Equivalent)

833 5. Indication of Proposed Discount(s) from Base Pricing (Discount Schedule)

834 6. ALJP Price List (spreadsheet template provided on the ALJP Procurement website)

835 a. **Include installation as a separate line item, if applicable**

836 b. Source of Product Line information

- 837 • A website (URL) that provides the LEA Group Members product information for the
838 proposed Product Line.
- 839 • Information detail for each individual product within the Proposed Product line shall
840 be provided.
- 841 • Source/website shall be available without a login.
- 842 • Source/website shall be updated and made available throughout the RFP process, and
843 in the event of an award, the awarded Qualified Bidder shall maintain this website
844 throughout the awarded contract length.

- 845 • In the event of an award, the awarded Qualified Bidder shall maintain an archival
 846 library, available on the above-mentioned website, of all price and product line
 847 changes throughout the life of the contract. Archives must be maintained for a
 848 minimum of 10 years.
- 849 c. Source of Base Pricing for all products available within the proposed product line.
- 850 • The Base Price listing cannot be based on some other contract within the ALJP
 851 program or any external contract for the product line you may hold.
- 852 • Example of such Base Pricing sources include, but are not limited to, Manufacturer’s
 853 Suggested Retail Price (MSRP), Retail Price, Catalog Pricing, Online Store Pricing, List
 854 Price, Educational Pricing or other similar pricing available to the LEA Group Members
 855 and the general public without predetermined login access. Base Pricing shall be
 856 currently publicly available and not created specifically for a response to this RFP.
- 857 • Base Pricing is a critical part of any response and shall always be provided in order to
 858 validate proposed ALJP pricing for the product line proposed.
- 859 7. Valid Reference Listing and reference checks – Provide at least five (5) K-12 educational institutions or
 860 organizations and contact information including name, address, phone number, and a contact name
 861 with an email address. It is preferred that at least three (3) of these institutions are from Alabama K-
 862 12 Local Education Agencies/Districts.
- 863 8. Proposed Sales Contacts
- 864 a. Listing of Sales Contacts and/or proposed ALJP Authorized Resellers.
- 865 b. Each inside sales and reseller contact shall obtain their own AIM login using the contact's own
 866 unique email address and register with the Vendor Contact Registry listing.
- 867 9. Bidder’s Conference Attendance (if applicable – see Schedule of Events)
- 868 10. Submitted bid packages shall be mailed or hand delivered to the ALSDE using either of the following
 869 two addresses:

870 Courier Mail
 871 Alabama State Department of Education
 872 Educational Technology Section—E-rate/ALJP
 873 Office 5351
ATTENTION: Sue Ellen Gilliland
 875 50 N. Ripley St.
 876 5351 Gordon Persons Building
 877 Montgomery, AL 36104-3833

879 Regular Mail
 880 Alabama State Department of Education
 881 Educational Technology Section—E-rate/ALJP
 882 Office 5351
ATTENTION: Sue Ellen Gilliland
 884 5351 Gordon Persons Building
 885 P.O. Box 302101
 886 Montgomery, AL 36130-2101
 887

- 888 • Submittal as described above shall be made by the date and time expressed in the schedule of events.
889 Do not use any other address other than the information listed above.
- 890 • No other format (Fax, email, etc.) will be accepted.
- 891 • If one or more of the above items are not met and/or not present in the bidder's response, the ALSDE
892 may disqualify the entire response.

893 **14.1 ALJP COMMITTEE EVALUATION SCORING**

- 894 1. Proposed Discount Score (100 Points Total)
- 895 a. Clear and concise Product Line/Service (Offering) and Base/Catalog Pricing Source (20)
- 896 b. Competitive pricing to similar and/or equivalent product line/service responses--May include
897 pricing from current contracts as a reference. When comparing bids for like items from
898 qualified bidders identified as authorized resellers, if the total price exceeds a variation of 10%,
899 then a reduction of 5 points for each percentage difference over 10% will be applied in this
900 category. (60)
- 901 c. Publicly available, user-friendly pricing website with Archive Library (20)
- 902 2. A score of 70 or above is required in order to be considered for a contract on ALJP.

903 Thank you for your interest in the Alabama Joint Purchasing Program.

15 PLACEHOLDER SECTION FOR RESPONSE ITEMS

905 **15.1 MANUFACTURER'S STATEMENT (IF APPLICABLE)**
906 see Pages 8-9

907 **15.2 ISO CERTIFICATION INFORMATION – REQUIRED**

908 Shall include information here for documentation. (See pages 7-8)

909 **15.3 SUPPLEMENTAL AGREEMENTS & LICENSING (IF APPLICABLE)**

910 Insert any such agreements and include an explanation of the requirement.

911 **15.4 WARRANTY INFORMATION – REQUIRED**

912 See page 18

913 **15.5 REFERENCE PLACEHOLDER – REQUIRED**

914 Include/insert References Information Here:

915 Provide at least five (5) K-12 educational institutions or organizations and contact information
916 including name, address, phone number, and a contact name with an email address. At least
917 three (3) of these institutions should be Alabama K-12 Local Education Agencies/Districts.

918
919 Provided by Qualified Bidder in attached document (no template provided)

920 **15.6E-VERIFY DOCUMENTATION – REQUIRED**

921 See page 9

922 Insert documentation required for E-verify. If not applicable, insert a letter stating so.

923

924 **15.7 COMPANY INSIDE SALES – REQUIRED**

925 Provide all pertinent company information including key personnel, demographics and company profile.

Full Name

AIM email

926

927 **15.8 RESELLER LISTING – REQUIRED**

928

929 *Note – All resellers, in order to be added, shall be on the Vendor Contact Registry.

Full Name	AIM email	Company
-----------	-----------	---------

930

931 **15.9 DISCOUNT SCHEDULE – REQUIRED**

932 See Section 7

			Proposed Discount %
Reserved	Single or Across-the-Board Discount	Applies to all product listed in the Product Line Product Offering and Base Pricing Source submitted	
Categorical Discounts (If Applicable)			
Category Identification	Title	Description	Proposed Discount %

933 Complete the Categorical Discounts section if and only if you are proposing categorical discounts on the
 934 products of the proposed product line list on the Product Line Offering and Base Pricing Source. Otherwise, if a
 935 single discount is proposed enter that amount in the reserved section above. Add an additional page if
 936 necessary.