

Checklist and Submission Guidelines

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.

(This is not a required form, it is not necessary to return this checklist with your proposal.)

Understanding the Proposal

Completed

Read entire RFP document, appendices and attachments

Review AISD Policy and Instructions on our website: [Policy and Instructions](#)

Attend pre-proposal conference (not required)

Submit questions properly before deadline

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Section III - Financial Proposal

This section shall contain a straightforward, concise delineation of the contractor fees to satisfy the requirements of this RFP. It is the contractor specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

Section IV – References

References are to be from government agencies and/or firms, which are substantially serviced by the vendor (references most similar to Austin ISD

address, telephone number, and point of contact (including email address). A list of at least three (3) references from current customers must be provided.

C. Required Forms

Forms are required with **Original response & flash drive on #D45.ETQq0.000003812 0**

Responsible

In order for a proposal to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

V. COMPETITIVE SELECTION / EVALUATION

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the lowest priced proposal. Award will be made to the firm sub other factors considered.

- B. The district anticipates that the evaluation process may include the following evaluation criteria (for example, but not limited to):

Points	Item	Detailed Description
30 Points	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Service. Extent to which the goods or services meet the
25 Points	Contractor's Capabilities	The demonstrated ability of the Contractor to provide services, including references.

5. Install equipment during evening/night hours (possibly weekend) installation window (typically 4pm to 12am), as scheduled by AISD.
6. The equipment installation should be completed in one evening.
7. Remove old equipment and deliver to AISD storage location and inventory devices.
8. Provide any additional equipment to AISD that will be installed by AISD if necessary.

Vendor Response: Comply

Exception

Explanation:

VII.

A. Project Management

This project will be coordinated by an AISD project manager. The selected contractor will be

C. Scheduling

The contractor must commit to meeting the schedule as agreed upon with AISD. The

Vendor Response: Comply

Exception

Explanation:

F. Installation Acceptance Checklist (preliminary) - Attachment C

The Acceptance Checklist in Attachment C provides an example to outline of the requirements for completion of a typical AISD installation project. This checklist is preliminary and may be revised as the project plans are finalized. This is additional information to assist the contractor in understanding the requirements of the project. Please review carefully and address these requirements in the bid response.

In the RFP response, the contractor must verify that the acceptance guidelines document has been reviewed and that the contractor commits to meeting all requirements.

Vendor Response: Comply

Exception

Explanation:

G. Contractor's Capabilities Specific Requirements

The items listed below are requirements that the vendor must meet. The vendor must specifically address each bulleted item below in their response. Omission of a specific response will be considered as a negative response.

1. Consideration will be given to the partner certification level that the bidder holds with the product manufacturer that is being offered. The bidder should verify this status in the bid response. Bidders that have attained an equivalent of a Gold or Platinum certification level are preferred.
2. The contractor must provide 3 references for projects of a similar scale and scope. Educational environments are the preferred references.
3. It is preferred that the contractor have staff located in the greater Austin area in order to satisfy requirements for prompt response to operational issues (per AISD SLAs).
4. The contractor must specifically state any plans to bring staff from outside the area to meet

14. The contractor must obtain a set of contractor keys for each crew and for the project manager (minimum requirements).
15. The contractor must provide a dedicated project manager to oversee activities, and to serve as the single point of contact to AISD personnel and the project consultant.
- 16.
17. The project manager must closely supervise work on each campus while underway and answer to

billing charges and calculations and answering any questions that may be required
-rate application.

10. The Vendor must agree to retain copies of all bills and any other records such as work orders, change orders and request for price quotes, issued to the AISD for 10 years from the end of each fiscal year that this contract is in effect, and to provide copies of

