



Information Technology Services (ITS)

What is required
for an Invitation
for Bid
solicitation?

August 2023



What is an IFB?

- ❖ IFB stands for Invitation for Bid
 - Award is based on lowest submitted pricing meeting all the technical and contractual requirements
 - Sealed bidding process when an organization has a clear understanding of its product or project needs (i.e. commodity or general services)
 - Computers, Network Equipment, Data Center Equipment, Cables, Repair Parts, etc.

What is an IFB?

- Bidders will only need to certify and acknowledge that they meet the IFB requirements
- A “pass/fail” determination is made for responsiveness to IFB requirements.

Why an IFB?

- ❖ Dictated under Public Contract Code (PCC) Section 20111(a)
- ❖ Contracts subject to competitive bidding include:
 1. Purchase of equipment, materials, or supplies to be furnished, sold, or leased to the school district.
 2. Services that are not construction services.
 3. Repairs, including maintenance as defined in PCC Section 20115, that are not public projects as defined in PCC Section 22002(c).



Components of an IFB?

- What documents do you need?
 - Specifications
 - Bidder Qualifications (optional)
 - Rate Schedule

Specifications



SPECS



Specifications

- Must be exact and clear to ensure that all bids received will be competitive
- Compliance to the requirement are “all or nothing”. For each specific requirement, a basic yes or no answer is required. There is no “fully,” “barely,” “almost,” or “exceeded” level of evaluation.

Specifications

- Guidelines for writing specifications:
 - Provide a qualified products list
 - identifies various brands that have met specific criteria
 - Indicate what the product must do or be capable of
 - Describe the performance requirements
 - clearly identifies the level of quality and expected performance

Specifications

A. DEVICE SMART LOCKER SPECIFICATIONS

- 15 or more individually lockable bays per unit with minimum slot size of 2.7(H) x14(W)x17(L)Wi
- Ethernet connection to connect to network ports, and enterprise. Wi-Fi capable.
- Ability for Administrators to access a user interface locally at the smart locker via integrated display
- Includes 2.4-amp USB port and 110V power outlet for each lockable bay to charge devices.
- Must have manual door override in case of power failure
- Ability for administrators to create their own PINs
- Lifetime warranty, repairable onsite as needed
- A Cloud-based system to remotely manage smart lockers (a minimum of a 5-year license term)
 - Users and Administrators
 - Multi-level security required
 - Ability to provide detailed event logs, unlock lockers, identified issues, reset pin codes
 - Ability to open lockers remotely, and detailed status updates (offline lockers, currently in use, available)
 - Ability to integrate with an External Directory (such as Microsoft/Azure)
- Open API
- Ability to manage all smart lockers centrally on one cloud account
- Ability to assign Administrators and Users to specific groups of smart lockers
- All software and firmware updates to be performed OTA
- Heavy-duty, welded, and riveted steel construction
- Integrated display or pin pad to open individual bays from unit
- UV Sanitizing via integrated or external unit
- Surveillance camera facing pickup location with cloud storage (via integrated or external unit)
- Tamper alarm for theft and/or vandalism
- Any potential features not listed above that may provide value to the District
- Product(s) apparently conforming to District specifications, including **Lockncharge Cloud FUYL Tower 15 or equivalent**

Specifications

Example

(Item Specification)

**ITEM
NO.**

PRODUCT DESCRIPTION

1. **DESKTOP COMPUTING SYSTEM** (Minimum specifications)
 - Processor equivalent to an Intel i5 10th Gen or better
 - 8GB DDR4-RAM
 - 256 GB Solid State Drive or better
 - Mechanical Drives for Expanded Storage **priced as an option**
 - CD/DVD-writer, SATA integrated single drive **priced as an option**
 - Optical Mouse and Keyboard
 - 21" LCD or better flat screen including the following: **priced as an option**
 - Integrated with reinforced screen protection
 - Capable of HD (1920 x 1080) or better resolution
 - Display Port and/or HDMI and/or USB-C
 - Contrast ratio > 1000:1
 - Licensed for 64-bit Microsoft Windows 10 or newer Operating System
 - 10/100/1000 Ethernet Adapter
 - Wireless LAN capability which meets District's wireless minimum requirements for personal computing systems (see Section II.C.34)
 - 2 front-mounted USB Type-A 3.0 or better ports and 3+ rear mounted USB Type-A
 - Minimum 1 USB- C Ports
 - Front audio ports for microphone, speakers and/or headphones
 - Integrated Intel UHD graphics or equivalent
 - Wake on LAN capability
 - Warranty coverage for accidental screen damage **priced as an option**
 - 5-year warranty, on-site (no "carry-in" or "depot" procedures)
 - 24-hour repair or replace guarantee **priced as an option**

Specifications

B. INTEGRATION SERVICES REQUIREMENTS-continued

Contractor shall provide the following delivery integration services at each delivery location:

- Unpacking, off-site removal of packaging materials
- Set-up equipment on designated suitable area
- Connect system cables
- Boot up
- Configure system
- Software conflict resolution
- Load software as required
- Test system and connection to the LAUSD network
- Apply District inventory tag
- Obtain sign off from site administrators
- Complete all necessary product registration forms to ensure warranty coverage
- Other tasks as may be required for a complete and efficient system install.

Bidder Qualifications



Bidder Qualification

- Clearly identifies the required knowledge, skills, experience and abilities that must be possessed by the proposer/resource
 - How many years of experience
 - What types of licenses and/or certifications
 - Unique/special District requirements
 - Aligns with industry standards/best practices
- Ensures that only “qualified” firms/resources move forward in the evaluation process

Bidder Qualification

b. Qualification of Contractor and Personnel

1. Submit a list of at least three former clients, including Client business contact names and telephone numbers that the vendor has provided materials and services valued at one million dollars or more within the past three years. Submit the information as indicated in the Bidder's Questionnaire
2. Submit resumes and certifications of staff qualified to perform the Optional services as listed in this attachment.
3. Submit a copy of a letter from the manufacturer of submitted equipment certifying that the Vendor is an authorized distributor and maintenance provider of the submitted manufacturer's equipment.
4. Vendor shall have a service organization capable of responding to warranty service requests within 24 hours of receipt of written notification and resolution within 1 day for MDF equipment and 3 days for equipment located either in the classroom, IDF or LDF
 - a) Vendor shall include a letter signed by a corporate officer, partner, or owner of the contracting company describing the service capability of the company and stating the company's commitment to maintain that service capability through the warranty period.

Rate Schedule



Rate Schedules

- Includes pricing instructions on how structure of pricing components
- Standardizes pricing submittals for an even comparison amongst the vendors
- Allows the District to determine lowest bid for specific items/categories

Rate Schedules

➤ Examples

RED HAT

Bidder's Name:		Manufacturer:	Red Hat
Item Description	Weighted Percentage	Minimum Disc (%) Off MSRP	Weighted Average
I. Category:	100%		
Subcategories:			
A. Applicable Software (e.g. licensing, ELA)	60%		%
B. Product Warranty	30%		%
C. Other Items in Product Family	10%		%
Weighted Average of Category I:			%
SUBTOTAL WEIGHTED AVERAGE:			%

Bidder's Name:		Manufacturer	Red Hat
Item Description	Weighted Percentage	Minimum Disc (%) Off MSRP	Weighted Average
I. Category: Basic Maintenance and Support	100%		
Subcategories:			
A. Annual Maintenance and Support	100%		%
Weighted Average of Category I:			%
SUBTOTAL WEIGHTED AVERAGE:			%

Rate Schedules

➤ Examples

CATEGORY II – CHROME OPERATING SYSTEMS				
Item #	Estimated Annual Expenditure	Product Description*	Unit Cost/Percentage Discount	Manufacturer Brand Name & Model Number
2	\$23,000,000	Chromebook – Non-Touch without Cellular ***		
		List Price****:	\$	
		Less Percentage Discount off Manufacturers Price List**:	%	
		Discounted Price:	\$	
		1-Year Warranty:	\$	
		2nd-Year Warranty (Optional):	\$	
		3rd-Year Warranty (Optional):	\$	
		Ethernet Adapter (Optional):	\$	
		1 Year Accidental Screen Damage Warranty (Optional):	\$	
		24hr Repair or Replace (Optional):	\$	
		Total Discounted Price:	\$	
	Included in #2 above	Lease of Chromebook – Non-Touch without Cellular		
		Total Discounted Price:	\$	
		Interest Rate for Three Year Lease:	%	
		Total Cost of Leasing:	\$	
		Annual Cost of Leasing:	\$	
* See Section II.D, Product Specification for further details.				
** Percentage discount will be applied to the list price only.				
*** For evaluations purpose, the District will use the total pricing including 1-year warranty for the basis of award calculation				
**** Bidder must provide proof of the List Price at the time of bid submittal by providing copies of the Manufacturer's Price Book . See Section ILC #19				

Rate Schedules

➤ Examples

ATTACHMENT C - RATE SCHEDULE

ONLINE LEGAL AND PUBLIC RECORDS RESEARCH TOOL SUBSCRIPTION SERVICES (IFB-2000003168)

SECTION A - ONLINE **LEGAL** RESEARCH TOOL SUBSCRIPTION SERVICES FOR 5-YEAR DISTRICT-WIDE PRICING FOR GOVERNMENT

Number of Users		FY1			FY2			FY3		
		Unit Price (Per Month)	Extended Price (Per Month)	Extended Price (Annually)	Unit Price (Per Month)	Extended Price (Per Month)	Extended Price (Annually)	Unit Price (Per Month)	Extended Price (Per Month)	Extended Price (Annually)
TOTAL Licenses Required	100									

SECTION B - ONLINE **PUBLIC RECORDS** RESEARCH TOOL SUBSCRIPTION SERVICES FOR 5-YEAR DISTRICT-WIDE PRICING FOR GOVERNMENT

Number of Users		FY1			FY2			FY3		
		Unit Price (Per Month)	Extended Price (Per Month)	Extended Price (Annually)	Unit Price (Per Month)	Extended Price (Per Month)	Extended Price (Annually)	Unit Price (Per Month)	Extended Price (Per Month)	Extended Price (Annually)
TOTAL Licenses Required	50									

SECTION C - OPTIONAL SERVICES (NOT A BASIS OF AWARD)

Single Sign-on Requirement Setup Fee (If Applicable)	One Time Fee:
Remote Training, helpdesk resolution via email or phone and a dedicated account representative	One Time Fee:

Rate Schedules

➤ Examples

SECTION III - RATE SCHEDULE						
IFB NO. 2000003129 - REFRIGERATION EQUIPMENT						
Item No.	Estimated Annual Expenditure	Product Description*	Date and Catalog ID Number of Manufacturer's Price Book	Manufacturer's Price Book Column to be Used	Percentage Rate of Discount for Each Product or Item <u>WILL CALL</u>	Percentage Rate of Discount for Each Product or Item <u>FOB DESTINATION</u>
1	\$200,000.00	Evaporator / Air Handler / Condensing Unit - Air Defrost, 35 deg. F.; Electric Defrost -10 deg F, w/ ECM motor - Brand: Russell				
2	\$200,000.00	Evaporator / Air Handler / Condensing Unit - Air Defrost, 35 deg. F.; Electric Defrost -10 deg F, w/ ECM motor - Brand: Heatcraft				
3	\$200,000.00	Evaporator / Air Handler / Condensing Unit - Air Defrost, 35 deg. F.; Electric Defrost -10 deg F, w/ ECM motor - Brand: Boan				
4	\$200,000.00	Evaporator / Air Handler / Condensing Unit - Air Defrost, 35 deg. F, w/ ECM Motor; Electric Defrost - 10 deg F, w/ ECM motor - Brand: Larkin				
5	\$200,000.00	Evaporator / Air Handler / Condensing Unit - Air Defrost, 35 deg. F.; Electric Defrost -10 deg F, w/ ECM motor - Brand: Climate Control				
6	\$200,000.00	Evaporator / Air Handler / Condensing Unit - Air Defrost, 35 deg. F, Electric Defrost -10 deg F, w/ ECM motor - Brand: Chandler Ref.				



End of Presentation