

Request for Proposals for  
Continuum of Care (CoC) Laptops



Response Due: April 22, 2022

Bid Award: April 29, 2022

Inquiries and proposals should be directed to  
Katie Resig  
Special Projects Director  
418 19<sup>th</sup> St  
Rock Island, IL 61201

## Introduction

Project NOW is a nonprofit organization and the Community Action Agency for Henry, Mercer, and Rock Island Counties that strengthens communities by helping people help themselves and one another. We strive to eliminate the causes of poverty through strategic initiatives and alleviate the negative conditions created by poverty through intentional partnerships. Project NOW serves as the lead agency of the Northwestern Illinois Continuum of Care (CoC) which addresses the issues of homelessness across a fifteen-county consortium in Northwestern Illinois.

This request for proposal (RFP) is for a one-time purchase of eighteen (18) laptops for the Continuum of Care. This RFP will not include technical support or setup of the laptops.

Project NOW is accepting proposals from qualified firms, partnerships and corporations having experience in the area identified in this RFP. It is expected the potential suppliers provide a comprehensive solution that meets or exceeds this request. Suppliers shall be ready to demonstrate their abilities and assume all responsibility for the requirements in this RFP. Project NOW expects a single supplier to fill this RFP. Inability to meet this will not disqualify a vendor.

## Section I Conditions to Bidding

- 1.1 **Proposal Reference:** "2022 CoC Laptops RFP" must be shown on all correspondence or other documents associated with this request and must be referred to in all verbal communications. All inquiries, written or verbal, shall be directed to the Special Projects Director. If emailing, please reference "2022 CoC Laptops RFP" in the subject line.

**Katie Resig, Special Projects Director**  
418 19<sup>th</sup> Street  
Rock Island, IL 61201  
Telephone (309) 429-3272  
Email [KResig@projectnow.org](mailto:KResig@projectnow.org)

- 1.2 Questions/Addenda:** Questions arising regarding the proposal or requesting clarification of the RFP must be submitted in writing prior to the close of business on Monday, April 18, 2022.
- 1.3 Cost of Preparing the Proposal:** the cost of developing and submitting the proposal is the responsibility of the potential vendor. This includes the costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and all other costs associated with the RFP. All responses will become the property of Project NOW and will become a matter of public record, by request, subsequent to the signing of the contract or rejection of all bids.
- 1.4 Evaluation and Format of Proposals:** Award shall be made in the best interests of Project NOW on behalf of the Continuum of Care. Consideration may focus toward but is not limited to:
- **Brand**
  - **Price and Analysis**  
To maintain a consistent basis on which to evaluate all proposals, the proposals should include the following structure:
    - a) Signature Sheet (See Appendix A)
    - b) Executive Summary
    - c) Hardware Specifications
    - d) Pricing Details
- 1.5 Acceptance or Rejection:** Project NOW reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this request; and unless otherwise specified, to accept any item in a proposal.
- 1.6 Contract:** The successful vendor will be required to enter a written contract with Project NOW. The vendor agrees to accept the provisions of the "Notice to Bidders" which is incorporated into contracts with Project NOW and is attached to this RFP.
- 1.7 Contract Documents:** This RFP and any amendments shall be incorporated into the written contract, which shall compose the complete understanding of both parties. In the event of a conflict in terms of language among documents, the following order of precedent shall be given:
- Written modifications to the executed contract.
  - Written contract signed by the parties.
  - This RFP including any and all addenda; and
  - Contractor's written proposal submitted in response to this request as finalized.
- 1.8 Tax Exempt:** Project NOW, Inc. is a tax-exempt corporation. All bids should reflect this accordingly. Tax-exempt number can be provided if needed in order to compile this bid.

## Notice to Bidders

Items listed below apply to and become a part of the terms and conditions of this RFP unless superseded by any supplemental specifications or conditions enclosed or attached; in which case the attached or enclosed conditions will prevail.

- 1) Project NOW takes all necessary affirmative steps to assure minority businesses, women's business enterprises and labor surplus area firms are used when possible.
- 2) Proposals should be submitted in the order requested. Proposals must be received on or before the time and date specified. Late proposals may be disqualified. Please include detailed specifications and information requested on all proposed items. Failure to include information may result in the vendor's proposal being considered not meeting the required bidding specifications.
- 3) Proposals cannot be altered or amended after opening. Proposals may be withdrawn prior to opening at the vendor's request.
- 4) It is not the policy of Project NOW to select based on lowest bid or lowest price alone. In evaluating the proposals submitted, price, service, responsiveness to the RFP's instructions and conditions. And bidder's qualifications will all be considered. Project NOW reserves the right to reject all proposals, and, reject a proposal not accompanied by data required by the bidding documents or a proposal in any way deemed incomplete, irregular or non-compliant.
- 5) Price quoted should be F.O.B. destination, inside delivery. The proposal must clearly state the number of days required to deliver the product to each specified location. Failure to state delivery times obligates the bidder to make the delivery in thirty (30) days. Delivery shall be made during normal business days and normal business hours.
- 6) The use of a brand name is for the purpose of describing a standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Proposals on items equal to or superior to the above are invited, but bidders must submit complete specifications and descriptive materials in order to have their proposals considered. Failure to submit adequate printed documentation with the proposal may result in the determination of the proposal being considered incomplete and non-responsive.
- 7) Envelopes containing proposals must be marked to indicate the name of the bidder and the proposal name "2022 CoC Business Laptops RFP"
- 8) If the supplier refused or fails to make deliveries of the materials or supplies within the time specified on the face of the RFP or the subsequent purchase order, Project NOW may, by written notice, terminate the right of the supplier to proceed with deliveries on such part or parts thereof as to which there has been delay.
- 9) Supplier shall certify and warrant that goods, personal property, channels and equipment sold and delivered are free and clear of any and all liens or claims of liens for materials or services.
- 10) All items must be properly packed or crated to ensure delivery in good condition, and in accordance with instructions listed on the face of the RFP or purchase order if any.
- 11) Rejected items will be held at the seller's risk and expense. No replacement of defective items shall be made by the seller unless agreed to by a Project NOW representative in writing.
- 12) Payment of the seller's invoice is subject to adjustment for any shortage, or for rejection of any item or items.
- 13) Neither party will be held responsible for nonperformance or delay caused by acts of God, natural disasters, vandalism, war, or other considerations beyond its control. Vendor shall be held accountable for manufacturers' delays in providing equipment or services proposed under this agreement.
- 14) No order shall be placed without an appropriately executed purchase order or changeorder.
- 15) Should the awarded contractor be sold, merged or dissolved at any time during the contract

period, Project NOW shall retain the right to withdraw and cancel ant/all contract agreements without recourse from the original contracted entity. In such case, Project NOW may solicit proposals for services from eligible firms.

16) Vendor must be licensed to do business within the State of Illinois.

17) Winning Vendor must submit a W-9 form before any payments may be made.

## Proposal Instructions

**2.1 Submission of Proposals:** Vendor's proposal shall consist of the technical proposal, including literature and other supporting documents.

Vendor's proposal in an envelope or other container, shall be received until **3:00pm CST on, April 22, 2022**, addressed as follows:

**Project NOW  
419 18<sup>th</sup> Street  
Rock Island, IL 61201  
2022 CoC Laptops RFP  
Attn: Katie Resig**

Bids may also be email to [kresig@projectnow.org](mailto:kresig@projectnow.org). Faxed or telephoned proposals are not acceptable.

Late proposals may be disqualified and not receive consideration.

**2.2 Signature of Proposals (Appendix A):** Each proposal shall give the complete mailing address of the vendor and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line. Each proposal shall include the vendor's social security number or Federal Employer's Identification Number.

**2.3 Modification of Proposals:** A vendor may modify a proposal in person, by letter, or by electronic mail, at any time prior to the closing date and time for receipt of proposals by contacting Katie Resig.

**2.4 Withdrawal of Proposals:** A proposal may be withdrawn on written request from the vendor to Katie Resig, the Special Projects Director of Project NOW prior to the closing date.

**2.5 Notice of Award:** After evaluation by Project NOW, a vendor's proposal will be chosen and notice of Award provided no later than the close of business on **Friday, April 29, 2022**. An award will only be made after Project NOW approval and the execution of the written contract by all parties. Only Project NOW is authorized to issue newsreleases relating to this RFP, its evaluation, award and/or performance of the contract.

**2.6 Competition:** The purpose of this RFP is to seek competition. The vendor shall advise the Special Projects Director of Project NOW if any specification, language, or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by the Special Projects Director no later than five (5) business days prior to the bid closing date. The Special Projects Director reserves the right to waive minor deviations in the specifications that do not hinder the intent of this RFP.

## Scope of the Proposal

- 3.1 Purpose of the RFP:** The purpose of this document is to provide information and pricing on products and companies offering laptops. The award of this contract shall take place in April 2022 and the purchase of laptops will take place in April or May 2022.
- 3.2 Scope:** Project NOW is conducting this RFP to solicit proposals from interested parties for laptops.
- 3.3 Desired Laptop Specifications:** Project NOW is seeking proposals for Mac and Window based laptops. Windows based laptops are not limited to set manufacturers.

**Laptops should meet the minimum requirements below. We will be purchasing both Mac's and Window based machines and the exact numbers of each will be determined at time of award, with the total purchase being 18 laptops.**

### **Apple MacBook Specifications:**

- Apple M1 chip with 8-core CPU, 8-core GPU, and 16-core Neural Engine
- 16GB memory
- 512GB SSD
- 802.11 wireless networking
- Built in camera

### **Windows Specifications:**

- 11<sup>th</sup> Gen Intel® Core™ i7-1185G7, vPro® (12MB cache, 4 cores, 8threads, 3 to 4.8GHz Turbo)
- Windows 10 Pro (Windows 11 Pro license included)
- 16GB memory
- 512GB SSD
- 802.11 wireless networking
- Built in camera

- 3.4 Technical Support:** Project NOW is seeking the purchase of laptops only. No technical support is part of this RFP.

## Evaluation of the Proposal

**4.1 Pricing:** Please provide information on the initial cost, and any other pertinent information.

**4.2 Technical:** Please provide a technical description of your proposed equipment.

**4.3 Implementation Time:** Please provide information about the average implementation time it will take your firm to order and deliver laptops to Project NOW.

Delivery will be to: **Project NOW**  
**419 18<sup>th</sup> Street**  
**Rock Island, IL 61201**  
**Attn: Ron Lund**

**4.4 Vendor's Qualifications:** The vendor must include a discussion of the vendor's corporation. The discussion should include the following:

- Date Established
- Ownership

**Appendix - A Signature Sheet**

**2022 CoC Laptops RFP**

Item: CoC Laptop Proposal

I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this proposal. A conflict of substantial interest is one that a reasonable person would think would compromise the open competitive bid process.

I also acknowledge that some of the data I (we) may become privy to in the performance of this bid and proposed contract is of a confidential nature and I (we) shall make all reasonable efforts to ensure that no such confidential information is disseminated or left exposed to unauthorized access by my employees.

I agree to maintain such information in confidence and not to reproduce or otherwise disclose this information to any person outside the group directly responsible for responding to its contents.

Legal Name of Person, Firm or Corporation \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

FEIN Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed/Printed Name of Signature \_\_\_\_\_ Title \_\_\_\_\_

If awarded a contract and purchase orders are directed to another address other than above, indicate mailing address and telephone number below:

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_