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# APPENDIX D -Leasing Service(s) Specifications

**WSIPC RFP 25-01 Leasing Services for Technology Equipment, Software & Related Services**

## INSTRUCTIONS

Please evaluate each product or feature based on the proposed solution’s ability to satisfy it. Use the response codes provided to indicate compliance. If a feature is not available or requires further clarification, include a brief explanation in the ‘Comments’ column.

For ‘Yes’ or ‘No’ questions, please select accordingly. For features that require a descriptive response, provide a brief yet thorough explanation in the designated field. Ensure that all responses are clear, concise, and aligned with the proposed solution’s capabilities.

If additional space is required for features not listed, please attach an additional document page to this Appendix.

|  |  |
| --- | --- |
| **Response Code** | **Definition** |
| Y—Yes | Specification is met and/or available. |
| N—No | Specification is not met and/or available. |
| Q—Qualifier | Additional details are necessary. |

## GENERAL

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Comment *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| **Product/Service Usage -** The product and/or service is used by other Washington State K-12 school districts and has an active Washington State user community. | [ ]  | [ ]  | [ ]  |       |
| **Documentation -** Describe access to operational, instructional, and/or specification sheets. It is highly desirable that this type of information be available to customers electronically via the internet (preferred) or other electronic means of delivery. | [ ]  | [ ]  | [ ]  |       |
| **Shipping Costs -** All costs for shipping to the buyer’s location, must be clearly stated on price lists and promotional materials, and must be clearly described in the Proposer’s response to this RFP. | [ ]  | [ ]  | [ ]  |       |
| **Vendor Website -** The Proposer must have an active website with published product and/or service information. | [ ]  | [ ]  | [ ]  |       |

## LEASING EQUIPMENT & RELATED SERVICES

**Technology Equipment Available to Lease**

|  | **Yes** | **No** | **Q** | **Explanation/Comments** |
| --- | --- | --- | --- | --- |
| PCs | [ ]  | [ ]  | [ ]  |       |
| Laptops | [ ]  |  [ ]  | [ ]  |       |
| Monitors | [ ]  | [ ]  | [ ]  |       |
| iMac, iPad  | [ ]  | [ ]  | [ ]  |       |
| Notebooks | [ ]  | [ ]  | [ ]  |       |
| Tablets | [ ]  | [ ]  | [ ]  |       |
| Chromebooks | [ ]  | [ ]  | [ ]  |       |
| Intel Based Servers | [ ]  | [ ]  | [ ]  |       |
| Storage Solutions | [ ]  | [ ]  | [ ]  |       |
| Routers, Switches, Firewalls, and WAP | [ ]  | [ ]  | [ ]  |       |
| Desktop and LAN Printers | [ ]  | [ ]  | [ ]  |       |
| Neworking Products/Appliances | [ ]  | [ ]  | [ ]  |       |
| Computer-Based Telecommunications Systems | [ ]  | [ ]  | [ ]  |       |
| Electronics (Cameras, MP3s, GPS, etc.) | [ ]  | [ ]  | [ ]  |       |
| Scanners and Projectors | [ ]  | [ ]  | [ ]  |       |
| Computer Accessories/Parts/Upgrades | [ ]  | [ ]  | [ ]  |       |
| Classroom displays / Flat screen panels | [ ]  | [ ]  | [ ]  |       |
| Whiteboards | [ ]  | [ ]  | [ ]  |       |
| Security Cameras | [ ]  | [ ]  | [ ]  |       |
| Accessories | [ ]  | [ ]  | [ ]  |       |
| Copiers | [ ]  | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  | [ ]  |       |

**Software Available to Lease**

|  | **Yes** | **No** | **Q** | **Explanation/Comments** |
| --- | --- | --- | --- | --- |
| Enterprise Resource Planning (ERP) | [ ]  | [ ]  | [ ]  |       |
| Learning Management System (LMS) | [ ]  |  [ ]  | [ ]  |       |
| Customer Relationship Management (CRM) | [ ]  | [ ]  | [ ]  |       |
| Accounting | [ ]  | [ ]  | [ ]  |       |
| Time & Billing | [ ]  | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  | [ ]  |       |

**Related Services Available to Lease**

|  | **Yes** | **No** | **Q** | **Explanation/Comments** |
| --- | --- | --- | --- | --- |
| Professional Services | [ ]  | [ ]  | [ ]  |       |
| Training | [ ]  |  [ ]  | [ ]  |       |
| Installation | [ ]  | [ ]  | [ ]  |       |
| Asset Tagging | [ ]  | [ ]  | [ ]  |       |
| Deployment | [ ]  | [ ]  | [ ]  |       |
| De-installation | [ ]  | [ ]  | [ ]  |       |
| Packaging & Shipping | [ ]  | [ ]  | [ ]  |       |
| Data Sanitization | [ ]  | [ ]  | [ ]  |       |
| Data Destruction | [ ]  | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  | [ ]  |       |

**Soft Cost Category Available to Lease**

|  | **Yes** | **No** | **Q** | **Explanation/Comments** |
| --- | --- | --- | --- | --- |
| Warranty | [ ]  | [ ]  | [ ]  |       |
| Accidental Damage Protection | [ ]  |  [ ]  | [ ]  |       |
| Implementation  | [ ]  | [ ]  | [ ]  |       |
| Consulting | [ ]  | [ ]  | [ ]  |       |
| Maintenance Contracts  | [ ]  | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  | [ ]  |       |
|       | [ ]  | [ ]  | [ ]  |       |

## MAINTENANCE, SUPPORT & INSURANCE

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Comment *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| What is the repair and replacement policy if equipment becomes faulty or damaged? |  |  |  |       |
| Does your lease include insurance coverage for theft, loss, or accidental damage? | [ ]  | [ ]  | [ ]  |       |
| What are the procedures and costs for replacing lost or damaged equipment? |  |  |  |       |
| Do you offer training for teachers and IT staff on the leased technology? | [ ]  | [ ]  | [ ]  |       |

## COMPLIANCE & SECURITY

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Comment *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| How do you ensure compliance with student data protection laws (e.g., FERPA, COPPA, GDPR)? |  |  |  |       |
| What security measures are in place to protect sensitive student and staff information on leased devices? |  |  |  |       |
| Do you provide device tracking or remote management solutions for IT administrators? | [ ]  | [ ]  | [ ]  |       |
| How do you handle end-of-lease data removal and equipment sanitization? |  |  |  |       |

## END OF LEASE OPTIONS

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Comment *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| What options are available at the end of the lease term (e.g., buyout, renewal, return)? |  |  |  |       |
| If purchasing leased equipment, how is the fair market value determined? |  |  |  |       |
| What are the procedures and costs associated with returning equipment? |  |  |  |       |
| Do you offer recycling or trade-in programs for outdated technology? | [ ]  | [ ]  | [ ]  |       |

## TRANSACTION REQUIREMENTS

**Lease Proposal**

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Explanation *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| Lessor agrees to no security deposits, upfront payments or documentation fees. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees installation intervals will begin on the 1st and end on the 30th/31st. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees initial lease terms will begin the 1st day following installation intervals. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to accept non-appropriation language in the Master Lease. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to partial schedule buyouts, renewals and returns for any or all systems. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to no residual guarantees or audit, inspection, restocking & disposal fees. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to provide Master Lease Agreement in RFP response. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to provide Lease Schedules in RFP response. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to provide Addendums in RFP response. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to provide attachments to lease schedules and stipulated loss value table in RFP response. | [ ]  | [ ]  | [ ]  |       |

**Master Lease Terms-Lease Termination Notice & Automatic Lease Extensions**

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Explanation *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| Lessor agrees to alert lessee 3, 6, & 12 months in advance of expiring leases. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to 90-day notice to terminate the initial term of the lease. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to 90-day notice to purchase or renew any or all systems on a lease. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees the lease extends in 30-day intervals for late or no termination notice. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees purchase and renewal options are not void for late termination notice. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to accept lease termination notice via email or overnight and regular mail. | [ ]  | [ ]  | [ ]  |       |

**End of Lease Purchase, Renewal and Month-to-Month Options**

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Explanation *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| Lessor agrees that Fair Market Value (FMV) shall be determined based on an arm’s length transaction, consistent with standard industry valuation practices, and reflective of the equipment’s condition, age, and use at the time of valuation. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees lessee can purchase any or all systems for FMV. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees lessee can enter a fixed term renewal for any or all systems for FMV. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees lessee can continue monthly for any or all systems at original per unit rent. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees monthly rent will decline based on partial purchases & fixed term renewals. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees partial purchases & renewals are based on FMV at end of lease. | [ ]  | [ ]  | [ ]  |       |

**End of Lease Equipment Return & Chargebacks**

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Explanation *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| Lessor agrees lessee can return any or all systems. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to accept like-kind return of PCs, laptops, tablets & printers. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to a 7-day return grace period in each month following the initial term. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees that keyboards, mice, diskettes, & media are not required to be returned. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees charges (purchases) for damaged systems are at FMV. | [ ]  | [ ]  | [ ]  |       |
| Lessor agrees to no residual guarantees or audit, inspection, restocking, & disposal fees. | [ ]  | [ ]  | [ ]  |       |

**Asset Management**

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Explanation *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| Does lessee have use of lessor’s asset management system free of charge or fees?  | [ ]  | [ ]  | [ ]  |       |
| Does the system manage multiple asset types from an unlimited number of suppliers?  | [ ]  | [ ]  | [ ]  |       |
| Does the system have lease and asset level advanced search & custom reporting? | [ ]  | [ ]  | [ ]  |       |
| Does the system provide alerts to expiring leases 3, 6, & 12 months in advance? | [ ]  | [ ]  | [ ]  |       |
| Does the system manage all third-party leases and lessee-owned assets? | [ ]  | [ ]  | [ ]  |       |
| Does the system accommodate unlimited users and unlimited user defined fields? | [ ]  | [ ]  | [ ]  |       |
| Does the system have a dashboard for “executive views” of lease portfolio statistics? | [ ]  | [ ]  | [ ]  |       |
| Does the system provide visibility to asset level activity during installation periods? | [ ]  | [ ]  | [ ]  |       |
| Does the system manage maintenance contracts & tie them to individual assets? | [ ]  | [ ]  | [ ]  |       |
| Does the system have a packing slip generator to facilitate equipment returns? | [ ]  | [ ]  | [ ]  |       |
| Does the system reflect declining rents based on line item & partial schedule returns? | [ ]  | [ ]  | [ ]  |       |
| Does the system import / export data & integrate with outside systems via API?  | [ ]  | [ ]  | [ ]  |       |

**Miscellaneous**

| **Requirements/Specifications** | **Yes** | **No** | **Q** | **Explanation *(Required if “Q” is selected)*** |
| --- | --- | --- | --- | --- |
| Do you offer bundled packages with software, accessories, & maintenance? Please include a description. | [ ]  | [ ]  | [ ]  |       |
| Do you offer volume discounts? Please describe. | [ ]  | [ ]  | [ ]  |       |
| What payment methods do you accept? |  |  |  |       |
| Do you offer incentives or discounts for long-term agreements? | [ ]  | [ ]  | [ ]  |       |
| Are there upgrade options available? Please specify in comments. | [ ]  | [ ]  | [ ]  |       |
| How do you handle technology refreshes or upgrades during the lease period? |  |  |  |       |