



W S I P C

*Inspired by education.
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REQUEST FOR PROPOSAL
RFP No. 26-01
Technology Devices, Related Products and Services

RELEASE DATE

08/03/2026

CLOSE DATE

09/14/2026

3:00 PM (Pacific Time)

WSIPC

Cynthia Gefeller, Contract Administrator

2121 W. Casino Road

Everett, WA 98204-1472

rfpadministration@wsipc.org

Proposals properly executed and submitted by due date will be considered for award.

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SECTION 1 - INTRODUCTION

1.1 GENERAL INVITATION TO SUBMIT BID PROPOSAL

Washington Schools Information Processing Cooperative (WSIPC) is requesting proposals from qualified Vendors to provide Technology Devices, Related Products and Services that support the needs of educational, tribal, and public agencies throughout the United States.

This solicitation is intended to establish competitively awarded contracts that may be utilized by eligible educational, tribal, and public entities. WSIPC is not acting as a reseller, service provider, or managed services provider under any resulting contract. The awarded Vendor(s) will be solely responsible for the sale, delivery, implementation (if applicable), customer account management, support, billing, and all other obligations associated with the products and services offered. WSIPC's role is limited to conducting the competitive solicitation process and administering the resulting contract(s).

WSIPC does not guarantee any minimum purchase volume under any resulting contract. Participation by eligible entities is voluntary, and purchases may be made directly between participating agencies and the awarded Vendor(s).

Vendors that can demonstrate the ability to provide the technology, products and services described in this solicitation are invited to submit a proposal in accordance with the requirements, specifications, and timelines set forth herein.

RFP Title: Technology Devices, Related Products and Services

RFP Description: WSIPC is seeking qualified vendors to provide Technology Devices, Related Products and Services through a cooperative purchasing contract available to educational entities, tribal organizations, and public agencies. Offerings may include, but are not limited to, Chromebooks, notebooks, laptops, desktop computers, tablets, iPads, mobile devices, monitors and displays, peripherals, accessories, charging and storage solutions, device management tools, deployment and configuration services, warranty and lifecycle support, asset management services, repair services, and related technology products and services designed to support evolving technology environments across education and public-sector organizations.

1.2 EXECUTIVE STATEMENT

WSIPC's business philosophy, which is also the cornerstone of our mission, is to provide a comprehensive, relevant, and fiscally responsible selection of technology services so educational entities can focus on their educational mission. We work hard to stay true to the roots of our mission by serving the Cooperative spirit on which this organization was founded back in 1967. For this reason, we collaborate with strategic partners to provide the greatest benefit to our Cooperative members.

The goal of the WSIPC Purchasing Program is to connect educational entities, tribal organizations, and public agencies with a diverse portfolio of competitively awarded vendor partners offering a wide range of products, services, and solutions. By leveraging the collective purchasing power of the WSIPC Cooperative, participating agencies gain access to competitively sourced offerings, streamlined procurement, and cost-effective pricing.

Each Vendor who becomes a part of the WSIPC Purchasing Program has been awarded a bid contract through an official RFP process in compliance with Washington State Procurement RCWs.

WSIPC reserves the right to grant multiple awards to satisfy the wide range of needs of our education and public entity communities.

1.3 ABOUT WSIPC

Since its inception in 1967, WSIPC has been at the forefront of pioneering innovation and unwavering support for the K-12 community. Founded by ten Washington school districts, the Cooperative has fostered a legacy of shared success that endures to this day.

Our mission is to provide a comprehensive, relevant, and fiscally responsible variety of technology services that empower the K-12 community so they can focus on their educational mission. WSIPC's innovative business structure directly benefits our members. We negotiate pricing to provide the highest quality and most relevant technology and technology services at the lowest possible price. We advocate for our members by conquering issues, creating solutions, and absorbing costs to lessen the resource and financial burden on schools. WSIPC's technology offerings have expanded into educational technology, cloud-based services, district hardware hosting, storage, network services, web development, and advising districts on technology-related initiatives.

WSIPC continues to expand, providing benefits and collaborating with Educational Service Districts (ESD), 300+ school districts, and over a million students in over 1500 schools. We believe that collaboration and partnerships are vital for the Cooperative's continued growth and progress; they are the cornerstones where knowledge and experience meet necessity and enthusiasm.

For more information about WSIPC, visit www.wsipc.org.

1.4 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

- To obtain detailed information regarding each Vendor's qualifications, experience, capabilities, and ability to provide the Technology Devices, Related Products and Services described in this RFP.

- To obtain pricing, discount structures, and related cost information for the products and services proposed.
- To evaluate and compare Vendor offerings using a consistent and standardized format that supports a fair and objective review process.
- To identify and award contract(s) to qualified Vendor(s) that provide the best overall value to participating educational entities, tribal organizations, and public agencies.

1.5 ELIGIBLE PROPOSERS AND PROHIBITED MEMBERSHIP-BASED PURCHASING ENTITIES

This Section identifies who may submit a proposal directly to WSIPC and establishes restrictions on participation by membership-based purchasing entities in this Solicitation.

1. Eligible Proposers

Eligible Proposers are entities submitting a proposal on their own behalf to contract directly with WSIPC and assume full responsibility for all obligations, pricing, reporting, compliance, and performance under any resulting Contract. A Proposer must be the actual contracting party providing the proposed products or services, either directly or through approved commercial channel partners.

2. Prohibited Membership-Based Purchasing Entities

WSIPC will not accept proposals submitted by consortiums, cooperatives, cooperative purchasing organizations, consortium-based purchasing organizations, or similar membership-based procurement organizations. Such proposals may be deemed non-responsive and removed from further consideration. For purposes of this Solicitation, these organizations are entities whose primary purpose is to facilitate purchasing, procurement, or contract access on behalf of member organizations. This restriction does not apply to manufacturers, publishers, service providers, distributors, value-added resellers (VARs), or other commercial entities proposing their own products or services directly to WSIPC.

1.6 AUTHORIZED AGENT RESELLERS AND CERTIFICATION

Consortiums, cooperatives, cooperative purchasing organizations, consortium-based purchasing organizations, or similar membership-based procurement organizations shall not be identified, proposed, or recognized as Agent Resellers under any resulting Contract.

This restriction applies regardless of whether such entities are acting as intermediaries, facilitators, or purchasing agents.

All Agent Resellers proposed under this Solicitation must be traditional commercial channel partners, including authorized distributors, dealers, or value-added resellers, and must be

disclosed in Appendix C – Vendor Capabilities, Section C.12. Any proposed Agent Reseller must be contractually bound to the terms and conditions of the resulting Contract and must satisfy all disclosure, certification, tracking, and reporting requirements set forth in Section C.11.

Nothing in this section limits WSIPC's ability to approve legitimate reseller channels that are not membership-based procurement organizations as defined above.

1.7 CLARIFICATION/VERIFICATION

In evaluating the merits of a submitted proposal, WSIPC reserves the right, with reasonable notice, to interview, examine and make inquiries of any Vendor after the RFP due date for purposes of clarifying or verifying any portion of the proposal submitted. If any Vendor answers are found to be false, WSIPC reserves the right to remove the Vendor from the bidding process.

SECTION 2 - GENERAL INFORMATION

2.1 RFP TITLE

Technology Devices, Related Products and Services

2.2 RFP DESCRIPTION

WSIPC is seeking qualified vendors to provide Technology Devices, Related Products and Services through a cooperative purchasing contract available to educational entities, tribal organizations, and public agencies. Offerings may include, but are not limited to, Chromebooks, notebooks, laptops, desktop computers, tablets, iPads, mobile devices, monitors and displays, peripherals, accessories, charging and storage solutions, device management tools, deployment and configuration services, warranty and lifecycle support, asset management services, repair services, and related technology products and services designed to support evolving technology environments across education and public-sector organizations.

2.3 SCHEDULE OF RFP DUE DATES

<u>RFP Milestones</u>	<u>Date Due</u>
<u>Release of RFP</u>	08/03/26
<u>Intent to Participate Form Due</u>	08/17/26
<u>Vendor Questions Due</u>	08/21/26
<u>Proposal Due Date</u>	09/14/26
<u>Proposal Opening (3:00 PM, Pacific Time)</u>	09/14/26
<u>Intent to Award Contract</u>	10/26/26
<u>Contract Negotiations</u>	11/2-11/13/26
<u>Contract Awarded</u>	11/13/26

Note	WSIPC reserves the right to revise the above schedule. Any changes will be made through the issuance of a written addendum to interested parties and posted on the WSIPC website at https://www.wsipc.org/purchasing .
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2.4 INTENT TO PARTICIPATE

All Vendors who intend to submit a proposal are asked to complete the **Intent to Participate Form (Appendix A)**. This form should be emailed to rfpadministration@wsipc.org and received by **3:00 PM**, Pacific Time, on 08/17/26. A copy of this form should also be submitted with your complete RFP proposal.

2.5 PROPOSAL FORMS

All Vendors who intend to submit a proposal are asked to complete the **Proposal Forms (Appendix B)**. This form should be submitted with your completed RFP proposal.

2.6 VENDOR INQUIRIES

Each Vendor is asked to designate one person to be the administrative contact and representative (Proposer) of the Vendor during the proposal process. WSIPC will deal only with the designated representative (Proposer) and will not reply to communications from any other representatives of the Vendor.

Questions regarding this RFP must be submitted, via email, by **3:00 PM**, Pacific Time, on 08/21/26.

Send inquiries to:

rfpadministration@wsipc.org

Attention: Cynthia Gefeller; Contract Administrator

Addendums will be written in response to questions, changes to requirements and/or noted corrections and will be issued, in writing, via email. The Addendums for the specific RFP will also be published to the [WSIPC Purchasing Program page](#) on the WSIPC website. All inquiries submitted will be answered in a timely fashion.

Interpretations or corrections of, or changes to, the proposal documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

Note	Each Proposer is responsible for confirming that they have received all Addendums before submitting a proposal.
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2.7 REQUEST FOR ELECTRONIC PROPOSAL SUBMITTAL INSTRUCTIONS

All proposals are due Monday, 09/14/2026 no later than **3:00 PM** (Pacific Time). Proposals received after the deadline may be deemed non-responsive and may not be considered.

Proposal responses must be submitted via email, in a zip or compressed format, containing an electronic version of all RFP proposal documents. **All RFP documents must be combined into one document before zipping or compressing the file.**

Email proposal to:

rfpadministration@wsipc.org

Attention: Cynthia Gefeller; Contract Administrator

At **3:00 PM** (Pacific Time) on Monday, 09/14/2026 proposals will be opened and identified by WSIPC during a virtual Teams meeting at:

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/247880079706614?p=ETmeoGdYQZVRpqms0d>

Meeting ID: 247 880 079 706 614

Passcode: gG2WB6QD

WSIPC is a public entity, so all proposals are subject to public disclosure. WSIPC reserves the right to cancel or postpone the RFP opening, reject all proposals and to waive any formalities or irregularities in any bid or parts thereof. No proposal may be withdrawn within 90 days of the date proposals are opened.

Note	WSIPC reserves the right to cancel or re-issue this RFP at any time without obligation or liability.
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2.8 ACCEPTANCE OF PROPOSALS

WSIPC intends (but is not bound) to award a contract to multiple qualified Vendors, provided the proposal has been submitted in accordance with the requirements of the RFP bid proposal documents. WSIPC reserves the right to make awards by manufacturer, product category, solution type, service category, or any combination deemed in the best interest of participating agencies.

Any proposal submitted which does not comply with the provisions and requirements of this RFP, is incomplete, ambiguous, or which contains errors, alterations, or irregularities of any kind may be rejected and disqualified at the discretion of WSIPC. WSIPC retains the right to waive any informality or irregularity in any proposal and to accept the proposal, which, in its judgment, are in its best interests whether or not they are the lowest cost.

All submissions/proposals will become the property of WSIPC; which will be retained by WSIPC and will not be returned to the bidding company. WSIPC agrees to keep all responses in strict confidence within the parameters of the WA Common Record Retention Schedule (CORE).

All Proposers responding to the RFP shall be notified by email when WSIPC has received their proposal.

Note	WSIPC recommends all Proposers review the Purchasing Bid Contract prior to RFP submission.
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2.9 PROPOSAL PROTEST PROCEDURE

A Proposer protesting, for any reason, the proposal documents or RFP procedure, or any other aspect arising from or relating in any way to the process shall cause a written protest to be filed with WSIPC within three (3) business days of the event that gives rise to the protest and, in any event, no later than three (3) business days after the date upon which proposals are opened.

The written protest shall include the name of the protesting Proposer, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, and the specific relief requested. The written protest shall be delivered to:

WSIPC
Cynthia Gefeller; Contract Administrator
2121 W. Casino Road
Everett, Washington 98204-1472
Attention: RFP No. 26-01

2.10 PROPOSAL FORMAT AND SPECIFICATIONS

Proposals must be organized so they are consistent with the defined format provided in this section of the RFP. Failure to follow the specified format, to label the responses correctly, or to address all the subsections may, at WSIPC's sole discretion, result in the rejection of the proposal.

Proposers are asked to be brief, specific, and to the point with their responses. Proposers should address questions precisely, clearly, and directly to ensure ease of review on the part of the WSIPC evaluation team. WSIPC will not be responsible for attempting to find or interpret Proposers' answers.

The RFP is comprised of several documents:

1. Request for Proposal - Includes Appendix A, B, and C

A Word document that contains the narrative body of the RFP. Each narrative point is included to provide a broader perspective to the detail requirements. Please provide a brief response for each area specified in the RFP.

2. Product/Service Requirements - Appendix D

Demonstrates the ability of the Proposer's solution to provide a full service offering to educational and public entities within the USA.

A Word document that contains a list of WSIPC's identified requirements broken down into functional areas. Please answer each requirement based on the proposed solution's ability to satisfy the respective requirement. If the requirement cannot be met and warrants further explanation, a brief explanation may be provided in the "Comments"

column. The following scoring system will be used to evaluate each business requirement:

Response Code	Definition
Y—Yes	Requirement is met.
N—No	Requirement is not met.
Q—Qualifier	Ability to meet requirement requires further explanation from Vendor. Please use the "Comment" column to provide more details.

3. Vendor Cost Proposal – Appendix E

The Vendor Cost Proposal document outlines the ability of the Vendor to provide clear pricing and discount information on the products and/or services submitted in this proposal.

Discounts (percentage or dollar) must be based on product and/or service MSRP/List Price.

Vendors are required to identify WSIPC Cooperative discount pricing for each product/service or product/service category. Discounts will be noted in the separate column provided.

Models that do not respond predictably to market fluctuations over time may be disqualified.

2.10.1 RFP Response Format

Proposers are expected to structure their response to the RFP using the following format/layout:

- **Section 1** - Intent To Participate (Appendix A)
- **Section 2** - Proposal Form (Appendix B)
- **Section 3** - Vendor Capabilities (Appendix C)
- **Section 4** - Product/Service Requirements (Appendix D)
- **Section 5** - Vendor Cost Proposal (Appendix E)

Note You do **not** need to complete and return the following form at this time, as it will only be completed if and when you are awarded the bid contract:

- Purchasing Bid Contract (*included at the end of this document for reference only*)
-

2.11 EVALUATION PROCESS

WSIPC will establish an evaluation team to score and rank the RFP results. The evaluation process will be facilitated by the WSIPC Contract Administrator. Following the RFP review/ranking, the qualified Proposers will be notified that they have been awarded the RFP bid contract. Upon selection and notification, each non-selected Proposer will be notified via email that they will not be awarded a bid contract in the RFP process.

The evaluation will consider a range of factors based on the criteria below. WSIPC will be the exclusive judge for the evaluation scoring of all proposals. To be considered, all proposals must be complete.

2.12 EVALUATION CRITERIA

- **Vendor Capabilities – (25%)**
- **Product/Service Requirements – (15%)**
- **Vendor Cost Proposal (60%)**

Evaluation criteria and associated weighting are determined on a solicitation-by-solicitation basis and may vary depending on the scope, complexity, and requirements of the procurement.

2.13 GLOSSARY OF TERMS

As used in this RFP, the terms set forth below are defined as follows:

Term	Definition
Addendum	An addition to, deletion from, a material change in, or general interest explanation of the Request for Proposal, Quote, or Information.
Appendix	Documents attached to and incorporated as part of the RFP.
Exhibits	Documents attached to and incorporated as part of the RFP.
Proposer	An entity that submits a proposal in response to a Request for Proposal, Quote, or Information.
Proposal Due Date	The date and time specified in the Request for Proposal, Quote, or Information as the deadline for submitting proposals.
RFP, RFI, RFQ	A solicitation document to obtain written, competitive proposals to be used as a basis for making an acquisition or entering into a contract.

Term	Definition
Eligible Customers	For the purpose of a contract established under this RFP, RFQ, or RFI, WSIPC's clients include OSPI, school districts, and ESDs in Washington State; as well as other educational and public agencies, from any state, that executes an Interlocal Agreement with WSIPC. Sales by the manufacturers/Vendors to any of these entities using the pricing formulas contained in the Vendor's accepted response are subject to the Contract Usage Fees defined in the contract. Exceptions to this rule are categorized as "Specified Proposal Exclusions" referenced in the Purchasing Bid Contract section B1.4.

2.14 ADMINISTRATIVE REQUIREMENTS

Vendors, Contractors, and Subcontractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of Washington State (RCW), any subsequent amendments or modifications, as applicable to providers licensed in Washington State, as well as any applicable program performance standards. ALL proposals submitted become the property of WSIPC. It is understood and agreed that the prospective Vendor claims no proprietary rights to the ideas and written materials contained in or attached to the RFP Bid proposal submitted. WSIPC has the right to reject or accept proprietary information.

2.15 DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS

It is the policy of WSIPC to require equal opportunity in employment and services, subject to eligibility standards that may be required for a specific program. WSIPC is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all WSIPC services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Decisions are made without consideration of these or any other factors that are prohibited by law.

2.16 AMERICANS WITH DISABILITIES ACT

WSIPC complies with the Americans with Disabilities Act (ADA). Proposers may contact the Contract Administrator to receive this RFP in an alternative format.

WSIPC, and its Vendors, Contractors, and Subcontractors, must not discriminate in any programs or services based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and must comply with state and federal nondiscrimination laws, including Section 504 of the Rehabilitation Act of 1973,

Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Title VI of the Civil Rights Act of 1964. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.

2.17 SMALL, MINORITY, AND WOMEN OWNED BUSINESS ENTERPRISES

WSIPC encourages participation in small, minority owned, and women owned business enterprises.

2.18 PREVAILING WAGE

In accordance with Washington State RCW39.04.010, RCW39.12.010, RCW39.12.020, and WAC 296-127, Contractors and Subcontractors shall be required to pay workers the Prevailing Wage rates prescribed by the Washington State Department of Labor and Industries.

After award of proposal, the successful Contractor shall prepare and file all forms relating to bonding, insurance, prevailing wages, and any other requirements of public works contracts with WSIPC and the state within required timeliness. The Washington State Department of Labor and Industries current schedule of Prevailing Wage Rates can be found at:

Journey Level Prevailing Wage - [Journey Level Rates for Public Works Contracts \(wa.gov\)](https://www.wa.gov)

Apprentice Jobs Prevailing Wage - [Apprentice Wage Rates for Public Works Contracts](https://www.wa.gov)

This rate schedule applies to any work performed under this proposal and is part of the contract requirements.

SECTION 3 - RFP REQUIREMENTS

WSIPC is issuing this Request for Proposal (RFP) to establish one or more competitively awarded contracts with qualified Vendors to provide Technology Devices, Related Products and Services for educational entities, tribal organizations, and public agencies. Offerings may include hardware, software, related products, implementation and support services, and other technology-related offerings that support the evolving needs of participating agencies.

Through this solicitation, WSIPC seeks Vendors that can deliver high-quality products and services, competitive pricing, responsive customer support, and long-term value for participating agencies. Vendors must demonstrate the ability to maintain competitive pricing and product availability throughout the term of any resulting contract.

Contract awards will be based on each Proposer's ability to meet the intent of this RFP, satisfy the specified requirements, and provide overall value to participating agencies.

3.1 INTENT TO PARTICIPATE (APPENDIX A)

3.2 PROPOSAL FORM (APPENDIX B)

The Proposer's response must include a ***signed*** copy of the Proposal Form.

3.3 VENDOR CAPABILITIES (APPENDIX C)

3.3.1 Vendor Profile

The Proposer must briefly describe their company in one page or less. In addition, the Proposer must provide the information listed below.

1. Name, Address, Email Address, and Telephone Number of the Legal Entity

Provide the name, address, and telephone number (including toll free numbers) of the legal entity with whom WSIPC may execute any contract arising from this RFP.

2. Legal Status

Describe the legal status of the Vendor, such as corporation or sole proprietor.

3. Name, Address, Email Address, and Telephone Number of Principal Officer(s), Account Manager and the designated representative

Furnish the name(s), address(s), email address(s), and telephone number(s) (including toll free numbers) of the principal officer(s) of the Proposer's company, proposed account manager and designated representative for any contract arising from this RFP.

- 4. With your proposal, include a copy of your current year W-9.**
- 5. With your proposal, include a copy of your active Business License.**
In accordance with, [RCW 23.95 Uniform Business Code - WA](#), each distinct entity (with its own corporate identity and tax ID) must be separately registered to transact business in Washington State.
- 6. Are you licensed to do business in Washington State?**
- 7. Is there any pending litigation against your company? If yes, explain fully.**
- 8. Has your company ever been or is now on the WA State debarred contractor list?**

3.3.2 Organizational Experience

The Proposer must describe their experience in providing product and/or services. This includes their experience providing services to the educational or public sector. Each Proposer shall include evidence of minimum sales of \$500,000.00 in the last 18 months to educational and public sector customers.

3.3.3 Organizational Experience – Washington State

The proposer must describe their experience supporting Washington State K-12 school districts and identify examples of any active Washington State customer adoption.

3.3.4 Customer Base

The Proposer must describe the demographics of the company's customer base.

3.3.5 Customer Support Model

The Proposer must describe in detail their customer support model. To include, but not limited to, customer help/information response times, customer help/information access, account representative's role, and the number of employees staffing customer support help desk.

3.3.6 References

The Proposer must provide three (3) references from customers who have received product and/or services for more than three (3) years.

3.3.7 Brand Name

The Proposer must state the brand name of the products they are offering in the proposal. Vendors that represent more than one brand are not required to submit a separate proposal for each brand name.

3.3.8 Marketing Model

The Proposer must describe the marketing model that will be used to market the proposed solution(s) to educational or public agencies.

3.3.9 Shipping and Delivery Practices

All shipping, freight, handling, delivery, and related charges applicable to a purchase will be clearly disclosed to the Purchaser in quotations, proposals, pricing documentation, catalogs, or other customer-facing materials. The Vendor will describe its standard shipping methods, delivery options, and any circumstances under which additional charges may apply. The Purchaser reserves the right to refuse COD shipments.

If delivery is not made in the quantities and at the times specified, Purchaser shall have the right, at its option, to cancel the entire order or that part of the order not delivered. If Purchaser accepts delayed delivery, the time of payment shall be extended accordingly.

Vendor may charge eligible Purchasers for expedited or special shipping services when requested by the Purchaser. A packing list must be furnished with each shipment and include the Purchaser's name, purchase order number, contact information, quantity, and other pertinent shipment information.

3.3.10 Price Reduction Protection

The Proposer must make a statement of agreement to the following:

If the quoted price is reduced between the time the quotation is provided to the customer and the time the Vendor's agent receives the customer's purchase order, the customer shall receive the benefit of the price reduction. All price reductions posted by the Vendor must be passed on to the customer. In no event shall the Vendor's agent hold customer orders in anticipation of a price reduction and then not pass on the price reduction to the customer.

3.3.11 Use of Third-Party Vendors

The Proposer must state whether third-party Vendors are, or are not, being used. If used, third-party Vendors must be listed in the Proposer's response. Changes in third-party participation in the Proposer's solution during the course of the contract must be reviewed with and approved by WSIPC.

3.3.12 Authorized Agent Reseller and Certification

All agent resellers proposed under this solicitation must be traditional commercial channel partners, including authorized distributors, dealers, or value-added resellers, and must be disclosed in Appendix C – Vendor Capabilities, Section C12. Any proposed agent reseller must be contractually bound to the terms and conditions of the resulting contract and must satisfy all disclosure, certification, tracking, and reporting requirements set forth in section C12.

3.3.13 Subcontractor Qualifications

If Subcontractors are proposed, the Proposer must describe what services the Subcontractor will perform. The Proposer shall also assure that they will not assign or transfer any of its rights or obligations under the purchasing contract. The Proposer additionally assures that Subcontractors are in good standing with the Washington Department of Revenue and the Department of Labor and Industries.

3.3.14 Minimum Product Sales Volume

The Proposer must demonstrate to WSIPC's satisfaction its ability to adequately manage the projected sales volume of this optional use contract. The Proposer's RFP response must state the Vendor's 2025 sales volume within the category established in this RFP.

3.3.15 Eligibility for Participation in Federal Programs

The Proposer should provide the Vendor's System for Award Management (SAM) registration number as evidence of eligibility to participate in federal programs with its proposal. If the Vendor is not already registered for the SAM, it may do so at the System for Award Management website (<https://www.sam.gov/SAM/>). The Proposer should assert that neither the Vendor, nor any of its Subcontractors, have been debarred or suspended, or proposed for debarment or suspension. The Proposer asserts that the Vendor is in compliance with all other Washington State Public Works Requirements.

If a participating agency uses federal funds for a purchase under any resulting contract, the Vendor shall provide documentation reasonably requested by that participating agency to support its federal compliance file, including applicable certifications or information related to suspension and debarment, lobbying, equal employment opportunity, domestic preference, or other federal clauses applicable to the purchase. Participating agencies remain responsible for determining the specific federal requirements applicable to their funding source. The Uniform Guidance provisions included in the Purchasing Bid Contract apply when a participating agency uses federal funds.

3.3.16 Prior Contract Performance

If the Vendor has had a contract terminated for default during the past five years, the Proposer must describe all such incidents. Termination for default is defined as notice to stop performance due to the Vendor's non-performance or poor performance and the issue was either: (a) not litigated; or (b) litigated and such litigation determined the Vendor to be in default.

Submit full details of all terminations for default experienced by the Vendor in the past five years including the other party's name, address, and telephone number. Present the Vendor's position on the matter. WSIPC will evaluate the facts and may, at its sole discretion, reject the Proposer's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the Vendor.

3.3.17 Cybersecurity and Data Privacy

If the Vendor provides services that involve access to customer systems, customer data, cloud portals, device management platforms, deployment tools, managed services, technical support, or personally identifiable information, the Vendor must describe its cybersecurity program and data protection controls.

3.4 PRODUCT/SERVICE REQUIREMENTS (APPENDIX D)

The proposed solution should include the basic functions required for **Technology Devices, Related Products and Services** as indicated in the RFP description. Vendors are responsible for reviewing the list of requirements and indicating if their product and/or service support those requirements.

3.4.1 General Requirements

3.4.1.1 Product/Service Usage

The product and/or service are used by educational and public sector entities, and the company has an active Washington State user community.

3.4.1.2 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.

3.4.1.3 Vendor Website

The Proposer must have an active website with published product and/or service information.

3.4.1.4 Website Accessibility

The Proposer must be compliant with, at a minimum, WCAG 2.1 AA standards.

3.4.2 Product Service Requirements

See Appendix D for Product Service Requirements detail for this RFP.

3.5 VENDOR COST PROPOSAL (APPENDIX E)

The Proposer must use the Vendor's Cost Proposal Pricing Form for this RFP (Appendix E).

The Vendor Cost Proposal Pricing document outlines the ability of the Vendor to provide clear pricing and discount information on the products and/or services submitted in this proposal. Discounts (percentage or dollar) must be based on product and/or services MSRP/List Price.

Vendors are required to identify WSIPC Cooperative discount pricing off MSRP/List Price for each product/service or product/service category in the separate column provided.

Vendors shall submit a product catalog or SKU list that includes, at a minimum, the manufacturer, product description, SKU/model number, and the applicable MSRP/List Price as of the proposal submission date. WSIPC recognizes that product offerings and pricing may change over time; however, the submitted MSRP/List Price information will be used for proposal evaluation purposes.

Models that do not respond predictably to market fluctuations over time may be disqualified.

WSIPC recognizes that technology products, manufacturers, and service offerings may evolve during the term of the contract. Any request to add manufacturers, product categories, services, or SKUs not included in the Vendor's awarded offering must be submitted to WSIPC for review and approval. Approved additions shall be incorporated through a written Addendum and may be subject to additional documentation, pricing information, and supporting materials as requested by WSIPC. WSIPC reserves the sole right to approve or reject any proposed additions.

APPENDIX A - INTENT TO PARTICIPATE

WSIPC RFP 26-01 Technology Devices, Related Products and Services

(This form is included as a separate file)

APPENDIX B - PROPOSAL FORM

WSIPC RFP 26-01 Technology Devices, Related Products and Services

(This form is included as a separate file)

APPENDIX C - VENDOR CAPABILITIES

WSIPC RFP 26-01 Technology Devices, Related Products and Services

(This form is included as a separate file)

APPENDIX D - PRODUCT/SERVICE REQUIREMENTS

WSIPC RFP 26-01 Technology Devices, Related Products and Services

(This form is included as a separate file)

APPENDIX E - VENDOR COST PROPOSAL

WSIPC RFP 26-01 Technology Devices, Related Products and Services

(This form is included as a separate file)

Use *Appendix E - Vendor Cost Proposal Pricing Form* to define all costs for products and/or services being proposed. Proposals must include any associated fees such as installation, hosting, training, licenses or subscriptions, maintenance fees such as technical and product support, etc., and be clearly identified in pricing.

The Proposer must use the Vendor's Cost Proposal Pricing Form for this RFP (Appendix E).

The Vendor Cost Proposal Pricing document outlines the ability of the Vendor to provide clear pricing and discount information on the products and/or services submitted in this proposal. Discounts (percentage or dollar) must be based on product and/or services MSRP/List Price.

Vendors are required to identify WSIPC Cooperative discount pricing off MSRP/List Price for each product/service or product/service category in the separate column provided.

Vendors shall submit a product catalog or SKU list that includes, at a minimum, the manufacturer, product description, SKU/model number, and the applicable MSRP/List Price as of the proposal submission date. WSIPC recognizes that product offerings and pricing may change over time; however, the submitted MSRP/List Price information will be used for proposal evaluation purposes.

Models that do not respond predictably to market fluctuations over time may be disqualified.

(For Reference)
PURCHASING BID Contract
BETWEEN WSIPC AND [VENDOR NAME]

WSIPC RFP 26-01 Technology Devices, Related Products and Services

Purchasing Bid Contract is included for your reference only. Completion of the Purchasing Bid Contract will occur if and when you are awarded the bid contract.

Contracts must be signed/fully executed no later than 30 days post award notice.

(An example of the document is included in a separate file)