

East Tallahatchie School District



Request for Proposals (RFP)

DLT Equipment and Services

RFP No.: ETSD-DLT-2024-01

Issued: May 2, 2025

Due: May 23, 2025 at 2:00 PM CT

This RFP outlines the requirements and expectations for furnishing, installing, and supporting distance learning and telemedicine systems at multiple sites throughout East Tallahatchie School District, in alignment with the USDA DLT grant MS0724-B16. The document details the scope of work, item specifications, quantities, and evaluation criteria. Vendors may bid on the entire package or on specific components. All terms, conditions, and timelines contained herein govern this procurement.

I. INTRODUCTION

East Tallahatchie School District (ETSD) invites sealed proposals from qualified vendors to furnish and install audiovisual and telemedicine equipment in support of the USDA Distance Learning and Telemedicine Grant (MS0724-B16). This project will modernize instructional and health service capabilities across ETSD campuses through the deployment of advanced video collaboration and interactive technologies.

All equipment and services must comply with federal procurement standards, Mississippi purchase laws, and ETSD Board policies.

Vendors may submit proposals for the entire scope of work or for one or more specific components as outlined in Section II. Partial bids will be accepted, allowing vendors to propose on individual sections such as teleconferencing, interactive panels, laptops, or installation services. Vendors are encouraged to clearly specify which component(s) of the project their proposal addresses. ETSD reserves the right to award the contract in whole or in parts to one or more vendors whose proposals best serve the District's operational and fiscal interests.

II. SCOPE OF WORK

Vendors must provide, deliver, install, configure, and support all audiovisual, computing, and digital learning systems outlined in this section. Each item listed is accompanied by a brief description to clarify its role within the broader DLT initiative and aid vendors in forming targeted proposals. Descriptions are based on the items and configurations confirmed in the district's DLT-2024-246 grant budget.

The project includes:

- Procurement and delivery of all listed equipment and accessories
- Professional installation of both wall-mounted and mobile systems
- Configuration of video conferencing hardware and software
- Integration with district network infrastructure and classroom layouts
- Initial setup and testing to confirm performance
- Training for district staff on equipment usage and troubleshooting
- Warranty registration and activation
- Technical support and maintenance coordination

Each vendor proposal must reflect an understanding of the specific needs and environments for each installation site. If proposing installation, vendors must confirm their capability to mount equipment securely to existing walls, deploy mobile carts, manage cable routing and labeling, and ensure ADA compliance.

All proposed equipment must be new (not refurbished), UL/ETL certified, and meet or exceed the performance specifications listed in the descriptions. Substitutions are discouraged, but if proposed, must be clearly marked as such and include detailed equivalency justifications.

ETSD reserves the right to conduct a post-award verification of proposed specifications and vendor qualifications prior to issuing a notice to proceed.

ITEM DESCRIPTIONS

Poly Studio X30 with TC8 Controller – An all-in-one video conferencing bar with a built-in 4K camera, microphone array, and speakers. The accompanying TC8 is an 8” touch controller that enables easy call management and room control.

Poly+ 3-Year Service Agreement – Provides next business day (NBD) hardware replacement, technical support, and software updates for the Poly Studio X30.

Poly VESA & Wall Mount Kit – Hardware mounting solution designed for safe and optimal placement of the Poly Studio X30 on walls or monitors using VESA standards.

Newline Q Pro Series 65” Interactive Panel – A UHD 4K touchscreen display with 40-point touch support and an embedded Android OS. Designed for use in hybrid learning and collaboration environments.

Newline On-Board Computer – Windows-compatible OPS device that fits into the Newline panel and powers applications with an Intel i5 processor, 8GB RAM, and 128GB SSD.

Acer TravelMate P4 Spin 14 (Model TMP414RN-53) – A rugged convertible touchscreen laptop featuring Intel Core i5-1335U processor (up to 4.6 GHz), 16GB LPDDR4X RAM, 512GB NVMe SSD, and Windows 11 Pro. Includes a 14” IPS 1920x1200 display, Intel Iris Xe graphics, Wi-Fi 6E, Bluetooth 5.3, and dual Thunderbolt 4 USB-C ports.

Avteq DynamiQ mCart II – A motorized, height-adjustable AV cart built to support interactive panels. Ideal for mobile DL systems and ADA-compliant learning stations.

Meta Quest 2 VR Headsets – Standalone 128GB virtual reality devices used in general education and CTE programs. Supports immersive learning through preloaded K–12 or career-oriented content.

VR Accessories and Licensing – Includes the following per headset: adjustable strap, 2-year extended warranty, and a 3-year prepaid educational content license (K12 or CTE-specific). Also includes VR storage/charging carts and rechargeable battery stations where applicable.

Installation Services – Onsite services include delivery, mounting, cable routing, network setup, functional testing, and live staff training to ensure seamless classroom integration.

SITE INSTALLATION CONFIGURATIONS

SITE 1: East Tallahatchie Consolidated School District Main Office

- 2 × Poly Studio X30 with TC8 controller
- 2 × Poly+ 3-Year Service Agreement
- 2 × Poly VESA & Wall Mount Kit
- 2 × Newline Q Pro Series 65” Interactive Panel
- 2 × Newline On-Board Computer
- 2 × Acer TravelMate P4 Spin 14 (TMP414RN-53)
- Installation for 2 rooms

SITE 2: Charleston Elementary School Wall-Mounted DL Classrooms:

- 25 × each item as listed above (X30, service, mount, display, onboard PC, laptop)
- Installation for 25 rooms

Mobile DL Systems:

- 4 × each item above
- 4 × Avteq DynamiQ mCart II (motorized touchscreen cart)
- Installation for 4 mobile units

SITE 3: Charleston Middle School Wall-Mounted DL Classrooms:

- 28 × full systems as detailed above
- Installation for 28 rooms

Mobile DL Systems:

- 4 × mobile systems as described for Site 2
- Installation for 4 mobile units

Virtual Reality System (General Education):

- 15 × Meta Quest 2 Headsets with 2-year warranty and headset straps
- 15 × 3-Year Prepay K12 Educational Content Licenses
- 1 × VR Storage/Charging Cart, Battery Station
- Onsite VR training for 15 staff

SITE 4: Charleston High School Wall-Mounted DL Classrooms:

- 30 × full systems
- Installation for 30 rooms

Mobile DL Systems:

- 7 × mobile systems with carts
- Installation for 7 units

Individual Laptops:

- 20 × Acer TravelMate P4 Spin 14 for DL staff/student access

Virtual Reality System (General Education):

- 15 × full VR sets (as described for Site 3)
- Onsite VR training

Virtual Reality System (CTE Program):

- 15 × Meta Quest 2 Headsets with CTE-specific content
 - 1 × VR Storage/Charging Cart
 - Onsite VR training
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III. PROPOSAL REQUIREMENTS

Proposals must include the following elements in the order listed:

1. **Cover Letter:** Must be signed by an authorized representative of the vendor and include full contact information, the components being proposed, and a brief executive summary of the vendor's qualifications.
 2. **Technical Proposal:** A detailed narrative describing how the vendor will meet or exceed the specifications in Section II. This should include:
 - Equipment models being proposed
 - Compatibility with existing infrastructure
 - Customization capabilities (if applicable)
 - Any subcontractors or partners
 3. **Delivery and Installation Timeline:** Include a detailed project timeline beginning from Notice to Proceed and ending no later than July 19, 2025. Must include milestones for ordering, delivery, configuration, training, and acceptance.
 4. **Warranty and Support Plan:** Provide detailed descriptions of warranties (hardware, software, labor), and post-installation support including:
 - Response times
 - Service levels (on-site, remote)
 - Availability of updates and replacements
 5. **References:** A minimum of three references from K–12 school districts or similar public agencies where the vendor has delivered and installed comparable systems in the last three years. Include client names, contact information, and a brief description of each project.
 6. **Eligibility Certifications:** Proof of legal authorization to do business in Mississippi, affirmation of compliance with federal procurement standards, and a statement of non-collusion.
 7. **Proof of Insurance:** Certificate of liability insurance and, if applicable, workers' compensation coverage with policy limits clearly indicated.
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IV. PROCUREMENT STANDARDS

All procurement activities associated with this RFP shall adhere to the following standards and policies. Vendors are responsible for ensuring their proposals comply with all applicable laws and guidelines:

- ETSD Policy DJED – Bids and Quotations Requirements
- ETSD Policy DJEC – Federal Purchasing and Procurement
- Mississippi Code § 31-7-13
- 2 CFR Part 200

V. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria. ETSD reserves the right to request additional information, conduct interviews, or perform site visits as part of the evaluation process.

Criteria	Description	Weight
Compliance with Specifications	How well the proposal meets technical and functional requirements	30%
Cost and Value	Total cost and long-term value relative to performance and scalability	25%
Installation Plan	Clarity, feasibility, and timeliness of proposed implementation schedule	20%
Warranty & Support	Scope and quality of after-sale support and service agreements	15%
Past Performance	Demonstrated success with similar projects in education or government sectors	10%

VI. TIMELINE

Activity	Date
RFP Release	May 2, 2025
Vendor Questions Due	May 12, 2025
Answers to Questions Posted	May 15, 2025
Proposal Submission Deadline	May 23, 2025
Evaluation Period	May 26-28, 2025
Award Notification	May 29, 2025
Contract Finalization	June 2, 2025
Delivery/Installation Begins	June 9, 2025
Completion Deadline	July 19, 2025

VII. SUBMISSION INSTRUCTIONS

Submit three (3) printed copies and one digital PDF copy to:

Mr. Raymond Russell, Superintendent

East Tallahatchie School District
411 East Chestnut Street
Charleston, MS 38921

Email inquiries to: Francesca Suggs at fsuggs@etsdk12.org
Subject: RFP Inquiry – ETSD-DLT-2024-01

Late or incomplete submissions will not be considered.