

TUCSON UNIFIED SCHOOL DISTRICT

Purchasing Department

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MEMORANDUM

DATE: 3/26/2018

TO: Kevin Startt
Director of Purchasing

FROM: Jacqueline Posey
Procurement Agent

Subject: Executive Summary – Cooperative Purchase 18-68-18
Tablets for use with Educational Applications Mini-Bid

Dept.: Technology Services

Date Issued: 02/01/18

BACKGROUND

It is the intention of the Tucson Unified School District to procure computer tablets through a cooperative contract. Mini-Bid 18-68-16 was issued to seven (7) vendors, utilizing cooperative contracts, Apple, Barnes and Noble, CDW-G, Dell, Office Depot, Safari Micro, and WWT, were asked to provide us with written estimates. Six (6) vendors, Apple, Barnes and Noble, Dell, Office Depot, Safari Micro, and WWT, provided written estimates under cooperative contracts for the required tablets. One (1) vendor did not respond; CDW-G.

EVALUATION

A committee was formed to evaluate the written estimates. The committee was comprised of the following members:

Andrea Marafino, Tech Services Program Analyst
James Butler, Director of Instructional Technology
Maria Marin, Director of Elementary/K8 Leadership
Cynthia Catalfamo, IT Systems Installation Coordinator
Perry Sullivan, Lead Technology Field Technician
Rabih Hamadeh, Director of Information Technology Infrastructure
Tracey Rowley, Education Tech Integration Specialist
Sylvia Quigley, Education Tech Integration Specialist

On February 16, 2018 the committee met and reviewed the written estimates from the contracted vendors. General discussion of the estimates included pricing, service and warranty, and specifications to meet the District's requirements, based on the quantities and specifications provided in the Mini-Bid. The committee requested more time to review as well as a demo tablet of the two low bidders to ensure the programs indicated

in the specifications worked on the tablets and to compare the two. On March 21, 2018 the committee reconvened to discuss the testing of the tablets and the results of the testing. The committee has recommended award to the second lowest bidder for the purchase of the tablets and the protection plan.

The second lowest bidder was chosen because this vendor was able to meet the requested specifications within the mini bid request, including offering a solution for the management of the devices from a central location and training for the use of the tablets, at no additional cost to the District.

A formal recommendation letter has been submitted by Committee Chairperson, Andrea Marafino.

AWARD RECOMMENDATION:

Cooperative Purchase is recommended to the following firm for the indicated Tablets and protection plan under Mohave Contract:

Barnes and Noble

I attest that the procurement process was conducted in accordance with Arizona Administrative Code R7-2-1191 (Cooperative Purchasing Authorized) and all applicable Tucson Unified School District policies and procedures. Purchasing staff has performed the due diligence on this cooperative contract and has approved it for use by the District. I have determined that the pricing is fair and reasonable.

Jacqueline Posey

Jacqueline Posey, Procurement Agent

Kevin Startt

Kevin Startt, Director of Purchasing
(concurrence)