



# South Carolina Legal Services

*Balancing the Scales of Justice*

---

## *Request for Proposal*

**FOR**

**PROCUREMENT OF DESKTOP COMPUTERS, LAPTOPS & NETWORK  
SERVERS**

---

RFP# 2020-11-12

ISSUED DATE: NOVEMBER 12, 2020

**SUBMISSION DATE: NOVEMBER 23, 2020 AT 5:00 P.M. EST**

# Table of Contents

1	Purpose .....	3
2	Scope .....	3
3	Introduction to South Carolina Legal Services (SCLS) .....	3
4	Current Environment .....	3
4.1	Business Objectives.....	4
4.2	Solutions Requirements .....	4
4.3	Hardware Requirements.....	4
4.4	Laptop Computer Requirements .....	5
4.5	Network Server Requirements .....	5
5	General Specifications.....	6
6	Schedule of Events .....	7
7	Instructions to Vendors.....	7
8	Proposal Submission .....	7
9	Proposal Evaluation .....	7
10	Preliminary Examination .....	7
11	Detailed Technical Evaluation .....	7
12	Vendor Requirement Submittals .....	8
13	General Submittal Requirements .....	8
14	Evaluation and Award of Proposals .....	8

## *1 Purpose*

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors for the procurement of desktops, computer monitors, laptops with docking stations and Windows network servers in accordance with specifications and requirements as set for in attachments.

This RFP requires the vendor to provide all relevant information based on multiple configurations detailed within the RFP. Information and any supplemental information should be in digital format.

The RFP contains sufficient information and instructions to enable qualified bidders to prepare and submit proposals and supporting material. To be considered responsive, vendors must submit a complete bid that satisfies all requirements as stated in this RFP. This RFP also contains all major terms and conditions that the successful vendor will be expected to accept.

## *2 Scope*

The procurement of 31 desktops, 31 computer monitors, 4 laptops with docking stations and 3 Windows network servers in accordance with specifications and requirements as set for in attachments.

The current desktops and/or laptops are five (5) years old and in need of upgrading. Upgrading the legacy equipment will improve efficiency, workflow, productivity and office morale, while decreasing repair costs.

It is the Department of Information Technology's intention to choose the systems that provide the best configuration/price/performance ratio and a vendor that will meet SCLS' RFP requirements and demonstrates the ability to grow with us for the foreseeable future.

Through this RFP, SCLS will investigate pricing to determine if and how these network devices can be procured and implemented into SCLS' operations to enhance and improve technology services to employees. The chosen solutions must meet and/or exceed the requirements as set out in this RFP.

The proposed solutions will be purchased through the procurement process of SCLS. Once a vendor is selected and agreed upon pricing is reached, a purchase order will be completed, development and implementation of the new hardware will begin.

The Department of Information Technology (IT) intends to procure solutions in **November 2020**.

## *3 Introduction to South Carolina Legal Services (SCLS)*

SCLS is a 501(c) (3) non-profit statewide law firm that provides free legal services in a wide variety of civil (non-criminal) legal matters to eligible low-income residents of South Carolina. SCLS is funded by grants from the Legal Services Corporation, the South Carolina Bar Foundation, local United Ways, state court filing fees, and other federal, state and local funding. There are ten (10) offices located around the state, including our statewide Intake Office. For more information about SCLS, please visit our website at: <http://www.sclegal.org>.

## *4 Current Environment*

The Information Technology Department at SCLS owns and supports approximately 157 desktop computers, 50+ laptop computers and 13 network servers. These network devices are updated regularly on a three (3) to five (5) year rotating replacement cycle to ensure efficient, relative and necessary equipment is in place for use by SCLS employees and to support SCLS' infrastructure.

SCLS' is currently utilizing Dell Small Form Factor (SFF) desktops, Dell Latitude laptop computers and Dell Power Edge Windows network servers.

#### 4.1 Business Objectives

SCLS' current network hardware is a critical component of the overall IT strategy. All proposed solutions must be business class solutions to ensure the network systems can be utilized as efficient tools: (a) to facilitate and enhance the provision of client services; and, (b) enable employees to use innovative, efficient and effective systems in their day-to-day operations.

#### 4.2 Solutions Requirements

The vendor is required to provide all relevant detailed information on equipment configurations that meet and/or exceed the configurations in the attachments. The selected vendor is expected to provide equipment and pricing in accordance with the specifications and requirements contained herein.

A warranty for hardware maintenance for each of the proposed solutions will be submitted for a minimum of 3 years, and next day business. Pricing must be honored for at least thirty (30) days following the award date.

The selected vendor is solely responsible for delivering fully functional solutions that meet and/or exceed the specifications described herein. If the selected vendor regards the technical specifications as insufficient, the selected vendor may offer equipment that will achieve the collective goals. The overall system requirements apply before the requirements for single components, and functional requirements are as important as specific technical requirements. Once a contract is awarded, the awarded vendor is responsible for any necessary item not brought to the attention of SCLS before the award.

#### 4.3 Hardware Requirements

Currently, SCLS utilizes a variety of Dell OptiPlex machines, ranging from 3020s to 9020s. SCLS intends to purchase approximately **31 desktop computers**, however the final purchase number may change at SCLS' discretion. SCLS will compare the pricing and specifications of the SFF and Mini Tower.

The minimum requirements solution should **not** include a monitor. Monitors should be included as additional configurations.

#### Desktop Computer Specifications: (see Attachment A)

Approximate Quantity: 31	Unit Price	Total
Desktop Computer – Hardware/software cost <b>without</b> monitor (with 3- year minimum basic Parts/Labor Onsite Next Business Day warranty	\$	\$
Make/Model number Proposing:		

**Additional Optional Configurations (Indicate amount for or amount to be added to above pricing for the following:**

- a) 24" or 27" flat screen (non-touch display) monitor. Must support dual monitor installation; DVI supported; resolution: 1920x1080; refresh rate: 60 Hz+; minimum 2-3 USB

3.0 ports, HDMI, DVI ports.

\$

- b) Desktop Speakers:
- c) Keyboard:
- d) USB Mouse:

**4.4 Laptop Computer Requirements**

Currently, SCLS utilizes a variety of Dell Latitude business laptop computers, ranging from E5450 to E7470. SCLS intends to purchase approximately **4 laptop computers and 4 laptop docking stations**, however the final purchase number may change based on needs and costs at SCLS' discretion.

**Laptop Computer Specifications: (see Attachment B)**

Approximate Quantity: 4	Unit Price	Total
Laptop Computer – Hardware/software cost (with 3-year minimum basic Parts/Labor Onsite Next Business Day warranty)	\$	\$
Make/Model number Proposing:		

**Additional Optional Configurations (Indicate amount for or amount to be added to above pricing for the following:**

- a) Hard Drive: 256 GB Solid State Drive
- b) Hard Drive: 512 GB Solid State Drive
- c) Hard Drive: 1 TB Solid State Drive
- d) USB Wired Mouse
- e) External Optical Drive: DVD+/-RW
  
- f) Docking Station (Connects USB-C) which supports 2 additional external displays, Ethernet, HDMI and 2-3 USB 3.0.

**Note:** if any of the above requirements cannot be met, SCLS might consider alternative configurations. Please provide detailed explanation if suggesting alternative configurations. If any alternative configuration directly affects another requirement, this should be clearly communicated with vendor's bid response.

**4.5 Network Server Requirements**

Currently, SCLS utilizes Dell PowerEdge Servers mostly T620 models. SCLS intends to purchase **three (3) network servers**.

The minimum requirements solution should not include a monitor. Monitors should be included as additional configurations.

**Network Server Specifications: (see Attachment C)**

**Additional Optional Configurations (Indicate amount for or amount to be added to above pricing for the following:**

- a) 22 or 24" flat screen (non-touch display) monitor. Must support dual monitor installation; DVI supported; resolution: 1920x1080; refresh rate: 60 Hz+; minimum 2 USB 3.0 ports, HDMI, DVI ports.

\$

## 5 *General Specifications*

- a) Proposed systems must be fully functional. The cost of any omission(s) will be the responsibility of the vendor.
- b) Vendors are cautioned to quote only on manufacturer's systems as specified herein.
- c) All computers, laptops, network servers and all components contained therein must be **new**.
- d) The bidding of refurbished or remanufactured products is strictly prohibited.
- e) All pricing to include taxes, shipping and delivery.
- f) Delivery of all equipment is required within three (3) weeks after a purchase order has been issued.
- g) Payment terms shall be net 30 days from receipt of invoice.
- h) All pricing on proposed items shall be held without increase for at least 30 days from award date.
- i) If during this period the manufacturer's price decreases, it shall be the responsibility of the vendor to pass on any applicable price decrease to SCLS, in the event a purchase order has been received by the vendor or is pending.
- j) SCLS reserves the right to routinely make inquiries of the successful vendor on possible price decreases at any state throughout the 'held' period.
- k) Successful vendor will be required to honor prices as they appear on the pricing documentation, despite whatever arrangements the vendor may have with the manufacturer. For this reason, respondents are encouraged to carefully check pricing and placement of pricing on the price documentation sheet when responding to this RFP.
- l) Quantities indicated in the RFP are approximations. SCLS has the right to order more or less than the quantities indicated at the prices stipulated.
- m) SCLS will have the right to award any options from the pricing documentation as deemed to be in the best interests of SCLS.
- n) At the time of the RFP due date, respondents must be authorized by manufacturers to sell proposed items as specified herein.
- o) Successful vendor shall issue full credit and pay return shipping charges for any item(s) shipped in error or received defective or damaged.
- p) MANUFACTURER'S ON-SITE WARRANTY – Respondents shall include pricing for a three (3) year parts and labor on-site next business day (NBD) warranty, where indicated.
- q) Warranty service must be provided by an authorized Dell technician as a single point of contact for the company.
- r) Complete system(s) and all components purchased through this RFP are to be covered by the warranty, including, but not limited to systems, monitors, keyboard, mouse, speakers.
- s) Successful vendor will be required to submit written verification of manufacturer's on-site NBD parts and labor warranty (or written verification that any warranty option chosen by SCLS is backed by the manufacturer).
- t) SCLS' Purchase Order(s) and Oder Proposal(s) shall be the only documents to be signed in acceptance of any evaluated bid offer.
- u) No verbal agreement or understanding with any officer, agent or employee of SCLS, either before or after the execution of the signed Purchase Order shall alter, amend, modify, or rescind any of the terms or provisions contained in any of the signed documents. Any changes to any signed documents must be authorized in writing.
- v) Respondents shall provide detailed specification sheets for the makes/models being bid.

## 6 Schedule of Events

RFP Release:	November 12, 2020
Close date for RFP Questions	November 16, 2020
Proposal Due	November 23, 2020
RFP Evaluations	November 25, 2020
Purchase Order & Proposed Quote(s) signed	November 30, 2020

## 7 Instructions to Vendors

- a) RFP Questions and Clarifications: Vendors shall aggregate their requests for clarification and submit them via email to: [patmuller@sclegal.org](mailto:patmuller@sclegal.org)
- b) Requests for clarification and SCLS' response will be posted to SCLS' website, procurement section (<http://www.sclegal.org/procurement>) without identifying the source of the inquiry.

## 8 Proposal Submission

Proposals should be submitted electronically to:

Pat Muller: [patmuller@sclegal.org](mailto:patmuller@sclegal.org)  
Information Technology Manager  
South Carolina Legal Services

- Please note that it is the vendor's responsibility to ensure that the electronic proposal response and all other requirement documents are received at the email address above by the RFP closing date.
- SCLS will be the sole judge of the qualifications of all prospective vendors and reserves the right to reject any and all submittals without recourse.
- Vendors shall bear all costs associated with preparing and submitting responses to this RFP and the subsequent evaluation process. SCLS will, in no way, be responsible for these costs, regardless of the outcome of this RFP.

## 9 Proposal Evaluation

The evaluation process will consist of:

- A preliminary examination to determine substantial commercial and technical responsiveness and relevant experience.
- A detailed technical evaluation to determine conformity to the RFP requirements.
- After completing the evaluation phase of the process, SCLS will enter into financial negotiations with identified vendors.
- The final selection will be based on the satisfactory outcome of the negotiations.

## 10 Preliminary Examination

SCLS will examine the proposal(s) to determine whether they are complete and are compliant with the general bid requirements.

## 11 Detailed Technical Evaluation

- a) Any evaluation of proposed products will generally include an assessment of the viability of those products in the proposed solutions.

- b) Evaluation will also include the fit and integration with related SCLS infrastructure, system environments and business applications. Technical merits and features will be reviewed against the requirements identified in the vendor response and technical requirements sections of this RFP.

## *12 Vendor Requirement Submittals*

SCLS requires that responses to this RFP contain the following information:

- a) Pricing summary pages: submit the designated pricing page for each system and attach a detailed pricing breakdown.
- b) Required Documentation: submit all documentation and support materials as described throughout this RFP.

## *13 General Submittal Requirements*

- a) All proposal responses, inclusive of the required submittals and all other documentation, must be submitted electronically via email.
- b) Proposal Response Deadline: Proposal responses due by **5:00 EST November 23, 2020**
- c) **Proposals received late will not be considered.**
- d) Proposals shall clearly indicate company name, full address, contact person, phone/fax numbers, website URL and email address.

## *14 Evaluation and Award of Proposals*

While each proposal bid shall be considered objectively, SCLS reserves the right to accept or reject any proposal bid and to waive any formalities, informalities or technicalities in the RFP process at its own discretion.