



**INVITATION FOR BID NUMBER  
AEPA IFB #010-G-INTERACTIVE CLASSROOM TECHNOLOGY**

**INTERACTIVE CLASSROOM TECHNOLOGY**

**PART B – BID SPECIFICATIONS**

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**1. IFB Goal**

1.1 The general goal of this IFB is to establish multi-state purchasing contracts for qualified agencies of the participating AEPA agencies located in twenty-two member states. AEPA state organizations serve all levels of public educational institutions, governmental agencies and non-profit organizations that have been authorized to utilize AEPA contracts accepted and awarded by the individual state agency to assist their educational clients in implementing appropriate technology to support interactive classroom technology, including whiteboards and related equipment. Likewise, due to the limited financial resources available to these clients, they are asking the various AEPA state agencies to acquire and establish cooperative purchasing contracts with highly qualified and experienced providers who have a proven track record in providing effective interactive classroom systems.

**2. IFB Intent**

2.1. It is the intent of this solicitation to award a contract to interested providers of interactive classroom technology, including white boards and related equipment, to provide volume discounts on top of the line services to meet the current and future needs of the qualified AEPA customers as understood by the responding Offeror, as well as relating to the manufacturer terms, conditions, specifications and the line item product pricing requests outlined in this IFB. The contracted services are to meet or exceed all federal, state and industry standards and

requirements as defined, established, set forth and adopted by individual governmental agencies and/or industry organizations.

- 2.2 It is further the intent of the specifications and expectations enumerated within this IFB to allow AEPA member agencies and their clients to have as an option the highest quality, most complete and comprehensive product line of technology, software, hardware and support services for implementing parent notification systems at cooperative purchasing volume pricing.
- 2.3 It is further the intent of the AEPA to award a contract to the best responsible Offeror(s) meeting specifications and qualifications, provided the response to the IFB has been submitted in accordance with the requirements of these procurement documents. The AEPA shall have the right to waive any informality or irregularity in any response to the IFB received and to accept the IFB which, in the group's judgment, is in its own best interest. The AEPA reserves the right to advertise for a new IFB upon which the acceptance, rejection, waiving, or re-award will be based on, but not necessarily limited to, the following:
  - 2.3.1 Adherence to all requirements of the IFB specifications as proposed and defined by industry standards.
  - 2.3.2 Knowledge of the Offeror in terms of past performance of the products and services to include market place success in the AEPA states.
  - 2.3.3 Ability to service and meet or exceed the current and future needs or requirements of the AEPA member agency's clients geographically located in all twenty-two states as defined.
  - 2.3.4 Completeness of information provided in response to this IFB.
  - 2.3.5 Financial standing, capacity and bond rating of the Offeror.
  - 2.3.6 Nature and extent of company data furnished upon request of AEPA.
  - 2.3.7 Evaluation of the quality of products and services offered and proven track record.
  - 2.3.8 Overall ability of products and services offered to meet, comply and fulfill the needs and requirements of individual clients within the twenty-two states.
  - 2.3.9 Ability, past performance, track record and commitment to the research and development of new technologies, products and support services to better meet clients' needs.
  - 2.3.10 Offeror's ability to demonstrate a proven track record and past performance relating to its quality and variety of products, delivery timelines, warranty work, performance over time, customer service history and satisfaction, industry awards and acknowledgements.
  - 2.3.11 General reputation and experience of the Offeror and its delivery network from a national perspective.
  - 2.3.12 Offeror's ability to demonstrate its current and future ability, capacity, resources and willingness to market, promote and provide the Agencies and individual members within the twenty-two AEPA member states with the type and level of assistance and support required for AEPA member agencies to offer their clients a complete and comprehensive cooperative procurement option.
  - 2.3.13 Offeror's ability to demonstrate its current and future ability, capacity, resources and willingness to market, promote and provide the individual facility owners within the twenty-two AEPA member states with the type and level of assistance and support required for AEPA member agencies to offer their clients a complete and comprehensive cooperative procurement option.
  - 2.3.14 Offeror's ability to communicate and demonstrate it and its distribution network understanding of the types, level and quality of products and services requested, the expectations and various current and future needs and requirements of the AEPA member agency's clients.
  - 2.3.15 Offeror's willingness, ability, commitment and track record in developing and operating within a collaborative and cooperative market place and entering into an AEPA-type business relationship.

2.4 A response to this IFB is an offer and commitment to contract with participating AEPA agencies based upon the terms, conditions, scope of work and specifications contained and referenced in this bid. The awarded Offeror will be required to deliver equipment, supplies, materials and services proposed in its response and accepted by AEPA to all qualified AEPA member agency clients as applicable to the award and in accordance with the pricing established for each state and the specific terms, conditions, construction regulations and other applicable laws that are applicable to each state. In the event that the awarded Offeror and AEPA are not able to come to an agreement with regard to an executable contract, AEPA reserves the right to recommend rejecting the awarded Offeror and making the award to the second responsive Offeror(s) based on the 1,000 point evaluation system, or rejecting all bids.

**3. Scope of Bid**

AEPA agencies are seeking to establish multi-state purchasing contracts on behalf of qualified agencies of the participating AEPA agencies located in twenty-two member states. AEPA state organizations serve all levels of public educational institutions, governmental agencies and nonprofit organizations that have been authorized to utilize AEPA contracts. This IFB seeks to contract for the purchase of interactive classroom technology, including interactive whiteboards and related equipment.

The successful Offeror(s) will provide discounted pricing on a range of classroom technology products commonly used by school districts and governmental agencies. Products include, but are not limited to, interactive whiteboards, audience response systems, interactive video panels, wireless interactive tablets, sound systems, document cameras, short-throw projectors, and related software. Manufacturers are requested to offer their entire catalog of available products at a discount from the current published schedule for public agencies. This bid is constructed with a “market basket” pricing grid in order to evaluate offerings on a like basis between bidders. This in no way limits the final catalog of items published to members by the winning Offeror(s).

Agencies may or may not request installation services. If installation services are available by the responding bidder, it must meet the specifications listed below (section 8.3).

Interactive whiteboards and related equipment considered under this IFB include, but are not limited to, interactive whiteboards in a range of sizes, boards with short-throw projectors, interactive whiteboard software, document cameras, audio systems, audience/student response systems, tablet/slate systems, interactive displays, stands, mounting equipment, and software packages.

**4. Type of Bid**

YES	NO	TYPE OF BID
√		<b>CATALOG:</b> A catalog bid shall have established percentage discounts from catalog list or published prices or price list. The discounts may be for the entire catalog or for specific product or manufacturer categories. Prices may change based on manufacturer’s price changes and new products may be added at the established percentage discounts at any time. Discontinued products may be dropped at any time during the year. The AEPA Bid Oversight Committee should be aware of any changes as they are made.
	√	<b>LINE ITEM:</b> A line item bid shall be identified as specific line items that prices are requested for in the bid documents. Vendors may only request adjustments to the prices once a year at the time of renewal at the December AEPA meeting and must submit a written request to the AEPA Bid Oversight Committee in November for any changes in pricing. The request must document why the prices changes are warranted such as based on raw material cost, etc. Vendor may also submit new products or technologies to be added to the current bid at this time pending review and approval of the AEPA Bid Oversight Committee and AEPA Membership.

**5. Anticipated AEPA Member Agency participating**

State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume	State	Participate (Yes/No/Undecided)	Estimated First Year Purchase Volume
California	Yes	\$20,000	Nebraska	Yes	\$45,000
Colorado	Yes	Unknown	New Jersey	Yes	\$250,000
Connecticut	No		New Mexico	Yes	\$500,000
Florida	Yes	\$200,000	North Dakota	Yes	\$50,000
Iowa	Yes	\$25,000	Ohio	Yes	Unknown
Indiana	Yes	\$50,000	Oregon	Yes	\$50,000
Kansas	Yes	\$10,000	Pennsylvania	No	
Kentucky	Yes	Unknown	Virginia	Undecided	
Michigan	Yes	Unknown	Washington	Yes	\$3,000,000
Minnesota	Yes	\$500,000	Wyoming	Yes	\$100,000
Missouri	Yes	\$100,000			
Montana	Yes	\$25,000	Total estimated known first year purchasing volume		\$4,925,000

- 5.1. Please note that the above stated indication interest of indication in participation in any contract awarded under this solicitation does not guarantee or mean that the individual AEPA Agency will enter into a contract with any AEPA approved Offeror. Each AEPA Member Agency will make that determination after reviewing Offeror responses and AEPA’s recommendation for acceptance and bid award. The AEPA Member Agency’s contracting decision shall be final.

The above information relating to the estimated/projected volume for the first year for this solicitation is provided based on submittals from its members. AEPA Member Agencies anticipate that purchase volumes will increase in contract years two through four (2-4). This information is provided as an aid to Offerors in preparing bids only. It is not to be considered a guarantee of volume under this IFB. The successful Offeror’s discount and pricing schedule shall apply regardless of the volume of business under the contract.

**6. Glossary of Terms**

**AEPA Member Agency:** A state cooperative purchasing agency recognized by AEPA to represent a specified state in contracting activities associated with this solicitation.

**Contracting AEPA Member Agency:** An AEPA Member Agency that enters into a contract as a result of this solicitation.

**Member:** A public school district or other qualifying agency authorized to use the contracts of an AEPA member agency.

**Vendor:** Individual or entity providing goods and services to AEPA members based on the specifications of this solicitation.

**Interactive Whiteboard:** A device, which when connected to a computer and an LCD or DLP projector will allow the operator to manipulate drawings or software projected on the board.

**Student Response System:** A handheld device that students utilize to submit answers questions proposed by the instructor. The system also should allow the instructor to monitor individual and group responses.

**Wireless Slate:** A slate that can be passed from user to user and interfaces with the interactive whiteboard. Drawings made on the wireless slate will be projected on the interactive whiteboard (or projection screen in the absence of an interactive whiteboard.)

**Interactive Video Panel:** This device is similar to an interactive whiteboard, but is smaller in size (15"-17"), employs an LCD touch screen and allows the user to face the audience while using it.

**Short-throw Projector:** A DLP or LCD projector with a short focal length, which will allow it to be mounted to the wall above the interactive whiteboard or the frame of the interactive whiteboard.

#### **Interactive Whiteboard Sensing Technologies:**

- **Optical and Infrared** — When pressed to the whiteboard surface, the finger or marker sees the infrared light. Software then manipulates the information to triangulate the location of the marker or stylus. This technology allows whiteboards to be made of any material; with this system no dry-erase marker or stylus is needed.
- **Resistive** — Resistive touchscreens are composed of two flexible sheets coated with a resistive material and separated by a microthin air gap. When contact is made to the surface of the touchscreen, the two sheets are pressed together, registering the precise location of the touch. This technology allows one to use a finger, a stylus, or any other pointing device on the surface of the board.
- **Embedded Dot Patterns** – These interactive whiteboards have a microscopic dot pattern embedded in the writing surface. A wireless digital pen contains an infrared camera that reads the dot pattern to determine the exact location on the board. The digital pen uses this pattern to store the handwriting and upload it to a computer. The accuracy is high since the coordinates are usually fixed at about 600 dots per inch. With the electronics in the pen, the whiteboard is passive (containing no electronics or wiring).

- **Electromagnetic** — These interactive whiteboards feature an array of wires embedded behind the board surface interacts with a coil in the stylus tip to determine the (X,Y) coordinate of the stylus. Styli are either active (require a battery or wire back to the whiteboard) or passive (alter electrical signals produced by the board, but contain no batteries or other power source). In other words, there are magnetic sensors in the board that react and send a message back to the computer when they are activated by a magnetic pen.
- **Capacitive** — Just like the electromagnetic type, the capacitive type works with an array of wires behind the board. In this case however the wires interact with fingers touching the screen. The interaction between the different wires (laminated in a patented X- and Y-axis manner) and the tip of the finger is measured and calculated to a (x, y) coordinate.
- **Laser** — An infrared laser is located in each upper corner of the whiteboard. The laser beam sweeps across the whiteboard surface by using a rotating mirror. Reflectors on the stylus or marker reflect the laser beam back to the source and the (X,Y) position can be triangulated. This technology may be combined with a hard (usually ceramic on steel) surface, which has long life and erases cleanly. Markers and styli are passive, but must have reflective tape to work.
- **Ultrasonic and Infrared** — When pressed to the whiteboard surface, the marker or stylus sends out both an ultrasonic sound and an infrared light. Two ultrasonic microphones receive the sound and measure the difference in the sound's arrival time, and triangulate the location of the marker or stylus. This technology allows whiteboards to be made of any material, but requires a suitably adapted active dry-erase marker or stylus.
- **Ultrasonic only** -- These devices have two ultrasonic transmitters in two corners and two receivers in the other two corners. The ultrasonic waves are transmitted by the whiteboard surface. Some little marks in the whiteboard borders create reflecting waves for each ultrasonic transmitter at different and recognizable distances. Touching with a pen or even the finger in the whiteboard causes these point waves to be suppressed, and the receivers communicate the fact to the controller.
- **Frustrated Internal Reflection** – Infrared light bounces within a flexible and transparent surface. When the surface is deformed through a finger press the internal reflection is disrupted and the light escapes the surface where it is then sensed by cameras. Image processing software turns the light spots observed by the cameras into mouse or pointer movements.

## 7. **Special Terms and Conditions.**

### 7.1. **General Requirements**

- 7.1.1. The successful vendor must give AEPA members the benefit of all general price reductions extended to its other customers at any time during the period of this contract or any extension thereof. Written notice will be made to AEPA members in the event of a decrease in the prevailing contract price and will become effective immediately.
- 7.1.2. The successful vendor must abide by all applicable federal, state, and local laws, codes, and ordinances governing any area(s) in which any service is rendered and must have all required permits, licenses, agreements, tariffs, bonding and insurance required by same. No claims for additional payment will be approved for changes required to comply with any such requirements.
- 7.1.3. Bidders must be a manufacturer's authorized sales and service dealer for all proposed equipment/software. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) involved and not through distribution sources.
- 7.1.4. Responses must clearly identify all charges and components necessary for performance of the contract even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.

- 7.1.5. If the vendor intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the vendor must clearly state and identify all associated costs with these providers.
- 7.1.6. Optional services must be identified separately, and must include clear descriptions of proposed services.
- 7.1.7. Vendors must provide a product or mix of products in a manner that will allow contract participants to migrate to emerging technologies/services and between legacy technologies with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.
- 7.1.8. In making its award recommendations, the evaluating committee will use the market basket pricing comparison as criteria for 60 percent of the decision. The remaining 40 percent will be derived from the following; completeness of the proposal according to the bid specifications, the quality of responses to the questionnaire, adherence to specifications, breadth and quality of the product offering, ability to service the current and future needs or requirements of AEPA members, ability to demonstrate a proven track record, ability to market and promote products and services, and value-added programs and services offered.

## **7.2. Equipment**

- 7.2.1. All equipment will be new and warranted by the manufacturer. The vendor must list and describe the types of interactive whiteboards and related equipment available. All equipment must be of the best quality, workmanship and material of their respective kind. In addition to specifying the equipment you are bidding on the bid form, you must enclose descriptive literature on the equipment you bid.
- 7.2.2. All equipment will be bid as a separate item from other services such as installation or training.
- 7.2.3. The vendor will warrant all equipment, under normal use, to be free of defects in material and workmanship for a minimum of three years from the date of delivery to the customer and vendor will repair or replace at their option any equipment found to be defective. Warranty will include telephone support for assistance. This warranty shall not apply to misuse, abuse, neglect, accident, fire, acts of nature or unauthorized modifications.
- 7.2.4. Any software required to implement the proposed solution(s) must utilize the latest operating systems and networking technology.

## **7.3. Installation**

- 7.2.1. Installation costs must be priced separately from equipment. If installation is bid as an option it must conform to these specifications.
- 7.3.2. All installation offered through this contract must be performed and be authorized by the manufacturer.
- 7.3.3. All cabling and plates must be new and warranted.
- 7.3.4. Vendor must have had experience selling and installing systems being bid.
- 7.3.5. All building codes, including National Electric Code (NED), National Fire Protection Association (NFPA), Americans with Disabilities Act (ADA) and Uniform Building Code (UBC) will be strictly adhered to. More restrictive local codes will take precedence.
- 7.3.6. Where structural mounting is required, use only new SAE Grade 5 hardware designed, developed and approved by a structural engineer. All mounts will have a safety factor of 5.
- 7.3.7. The LCD projector will be mounted to the ceiling using a universal ceiling mount appropriate to the type of ceiling and the type of mounting points available above the suspended or false ceiling.
- 7.3.8. Interactive whiteboards will be mounted to the wall aligned with the LCD projector.

- 7.3.9. Control systems will be wired and mounted per manufacturer's specifications.
- 7.3.10. All areas are to be kept clean and free of debris.
- 7.3.11. Systems will be properly grounded for personnel safety, equipment protection and equipment reliability including prevention of electromagnetic interference, radio frequency interference, distortion and noise.

**7.4. Training**

- 7.4.4. Training must be provided by certified/authorized trainers.
- 7.4.5. Training costs must be priced separately.

**7.5. Billing and Management Reports**

- 7.5.4. Bid responders must describe billing method(s) and charges in a clear, straightforward fashion so that a true and accurate price may be derived, tested and used in the evaluation of invoices rendered as the result of any contract entered into as a result of this bid.
- 7.5.5. No recurring or like service charges may be applied to later invoices if omitted from the invoice on which the charge should have appeared.
- 7.5.6. Bid responders must agree to provide quarterly utilization reports to the contract administrator based upon AEPA pricing agreement.

**8. Pricing**

**8.1. Specifications**

- See pricing sheets included in Part C.
- 8.2. This IFB is a catalog bid. A market basket price comparison worksheet is included in this bid as a method for the bid committee to fairly compare pricing between bidders. Vendors must attach a full product list with proposed discounted pricing.
- 8.3. AEPA reserves the sole right to determine whether the product offered is compatible with the type and quality of the product described.

(End of Part B)