



WINSTON-SALEM/FORSYTH COUNTY SCHOOLS

RFP #260-03272024-451215

Request for Proposal for Docu Cameras

Winston-Salem/Forsyth County Schools Board of Education
475 Corporate Square Drive
Winston-Salem, NC 27105

RFP: #260-03272024-451215 Docu Cameras

SUBJECT: Request for Proposal – Classroom Document Cameras

PROJECT OVERVIEW

WS/FCS is seeking bids for document cameras for use in our classrooms. WS/FCS teachers will use the document cameras during instruction for content delivery, live 2D and 3D model demonstrations, document annotations and other educational applications.

WS/FCS intends to purchase approximately 2,000 units to place in all elementary classrooms and a percentage of classrooms in our middle/high school buildings.

Awarded vendor can expect to ship all purchased equipment to one location:

**WS/FCS Technology Services Center
4021 Reynolds Court
Winston-Salem, NC 27105**

PROJECT SPECIFICATIONS

Vendors **should not** send demo/eval units without prior request from WS/FCS. WS/FCS may reach out and request demo/eval units between evaluation rounds 1 and 2. WS/FCS will reject any unsolicited deliveries.

The proposed document camera should meet the following requirements:

- **COST REQUIREMENTS:**
 - Purchase price cannot exceed \$90 (including NC 7% tax and shipping) per unit.
- **TECHNICAL SPECIFICATION REQUIREMENTS:**
 - Single plug - USB powered connectivity.
 - Plug and play (ready to work) out of the box fully compatible with Windows 11 devices.
 - No need to install software or drivers required but will consider additional software if needed for specific camera functions.
 - Image capture capabilities.
 - Integrated switchable (on/off) and dimmable light.
 - Flexible and adjustable arm with rotating/adjustable camera.
 - Camera:
 - Minimum 8MP/1080p.
 - Autofocus.
 - Image mirror rotation and flip/reversal.
 - Digital zoom capabilities.
- **WARRANTY REQUIREMENTS:**
 - Minimum 12 months (24 months preferred) manufacturers' hardware repair/replacement.
 - WS/FCS does not want a cumbersome RMA warranty claim process.



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PROJECT QUESTIONS

- **RFP QUESTIONS:** Submit RFP questions to: techrfp@wsfcs.k12.nc.us
- The deadline to submit questions is **April 8, 2024**.
- All questions and answers will be made public via the following Q&A document: <https://bit.ly/DocCamRFP24>. No verbal answers will be provided. Vendors are responsible for checking the above document for updates and changes.



All contracts are awarded contingent upon the availability of funds.

BID SUBMISSION SPECIFICATIONS

- **BIDS DUE:** Thursday, April 11, 2024, 10: 00 am EST
- **BID SUBMISSION REQUIREMENTS:**
 - Vendors **must**:
 - Provide a clear representation of the brand, make, and model of the document camera being offered.
 - Provide a quote with line-item pricing for a qty of 1 document camera. Include 7% sales tax and any shipping fees. If bidding multiple models, please separate into multiple quotes.
 - If bulk pricing discounts are available, please indicate that on the quote.
 - Provide customer references for similar document camera purchase deals and quantities you have completed.
- **BID SUBMISSION PROCESS:**
 - All bids must be delivered by Thursday, April 11, 2024, at 10:00 am est.
 - All bids must be sealed and delivered to:
Winston-Salem/Forsyth County Schools
ATTN: John Mann, Jr, Director of Procurement Services
RFP #260-03272024-451215 DocuCams
475 Corporate Square Drive
Winston-Salem, 27105
- WS/FCS reserves the right to accept or reject any or all proposals submitted without reason. Purchase will be dependent upon WS/FCS Board of Education approval.



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BID EVALUATION

In compliance with WS/FCS and NC competitive bidding rules, price is the primary criteria. However, other criteria listed below are also included in the decision to award. DO NOT assume the lowest bid will be awarded. The contract will be awarded to one vendor as determined to provide the best value to WS/FCS as determined by the district.

EVALUATION CRITERIA	POINT VALUE
ROUND 1	
Cost and technical requirements met	Pass/Fail
ROUND 2	
COST	35
TECHNICAL SUFFICIENCY <ul style="list-style-type: none">• Extent to which the products or services meet the district's needs.	30
VENDOR EXPERIENCE AND VALUE ADD <ul style="list-style-type: none">• Combination of:<ul style="list-style-type: none">○ Provided vendor references (K12 references preferred).○ Resellers value add (capable assistance with product warranty and support).○ Vendors previous relationship with the district.	20
PRODUCT EXPERIENCE <ul style="list-style-type: none">• A measure of IT support staff's ability to effectively operate, manage, and support proposed product or solution.	10
LOCAL VENDOR (DISTRICT PROXIMITY / IN-STATE)	5



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THIS PAGE IS TO BE RETURNED WITH PROPOSAL

ATTACHMENT: SUPPLEMENTAL VENDOR INFORMATION HISTORICALLY UNDERUTILIZED BUSINESSES

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled. Pursuant to G.S. 143B-1361(a), 143-48 and 143-128.4, THE STATE invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and nonprofit work centers for the blind and severely disabled. This includes utilizing subcontractors to perform the required functions in this RFP.

Any questions concerning NC HUB certification, contact the North Carolina Office of Historically Underutilized Businesses at (919) 807-2330. The Vendor shall respond to question #1 and #2 below. a) Is Vendor a Historically Underutilized Business? ☐ Yes ☐ No b) Is Vendor Certified with North Carolina as a Historically Underutilized Business? ☐ Yes ☐ No If so, state HUB CLASSIFICATION.



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1. READ, REVIEW AND COMPLY: It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.

2. NOTICE TO BIDDERS: All bids are subject to the provisions of the Instructions to Bidders, special terms and conditions specific to this Invitation for Bids, the specifications, and the North Carolina General Contract Terms and Conditions. The Winston Salem Forsyth County Schools (WSFCS) objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any language appearing in or attached to the document as part of the bidder's response. **DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS.** By execution and delivery of this document, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.

3. DEFINITIONS: • **BIDDER:** Company, firm, corporation, partnership, individual, etc., submitting a response to an Invitation for Bids. • **TERM CONTRACT:** A contract generally intended to cover all normal requirements for a commodity for a specified period based on estimated quantities only. • **STATEWIDE TERM CONTRACT:** A term Contract for all agencies, unless exempted by statute, rule, or special term and condition specific to this bid. • **AGENCY SPECIFIC TERM CONTRACT:** A Term Contract for a specific agency. • **OPEN MARKET CONTRACT:** A contract for the purchase of a commodity not covered by a term contract.

4. EXECUTION: Failure to sign under EXECUTION section will render bid invalid.

5. ORDER OF PRECEDENCE: In cases of conflict between specific provisions in this bid, the order of precedence shall be (1) special terms and conditions specific to this bid, (2) specifications, (3) North Carolina General Contract Terms and Conditions, and (4) Instructions to Bidders.

6. TIME FOR CONSIDERATION: Unless otherwise indicated on the first page of this document, the bidder's offer shall be valid for 45 days from the date of bid opening. Preference may be given to bids allowing not less than 45 days for consideration and acceptance.

7. PROMPT PAYMENT DISCOUNTS: Bidders are urged to count all discounts into the price offered. If a prompt payment discount is offered, it will not be considered in the award of the contract except as a factor to aid in resolving cases of identical prices.

8. SPECIFICATIONS: Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and the bidder will be held responsible, therefore. Deviations shall be explained in detail. The bidder shall not construe this paragraph as inviting deviation or implying that any deviation will be acceptable.

9. INFORMATION AND DESCRIPTIVE LITERATURE: Bidder is to provide all information requested and, in the spaces provided in this document. Further, if required elsewhere in this bid, each bidder must submit with their bid sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection.

10. RECYCLING AND SOURCE REDUCTION: It is the policy of this State to encourage and promote the purchase of products with recycled content to the extent economically practicable, and to purchase items which are reusable, refillable, repairable, more durable, and less toxic to the extent that the purchase or use is practicable and cost-effective. We also encourage and promote using minimal packaging and the use of recycled/recyclable products in the packaging of commodities purchased. However, no sacrifice in the quality of packaging will be acceptable. The company remains responsible for providing packaging that will protect the commodity and contain it for its intended use. Companies are strongly urged to bring to the attention of the purchasers in the Division of Purchase and Contract those products or packaging they offer which have recycled content and that are recyclable.

11. CLARIFICATIONS/INTERPRETATIONS: Any and all questions regarding this document must be addressed to the purchaser named on the cover sheet of this document. Do not contact the user directly. All revisions to this document shall be made only by written addendum from the Division of Purchase and Contract. The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.

12. ACCEPTANCE AND REJECTION: WSFCS reserves the right to reject all bids, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.



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13. REFERENCES: WSFCS reserves the right to request a list of users of the exact item offered. WSFCS may contact these users to determine acceptability of the bid. Such information may be considered in the evaluation of the bid.

14. TAXES: • **FEDERAL:** All agencies participating in this contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the contractor will be executed and returned by the using agency. • **OTHER:** Prices offered do not include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue. • Any applicable taxes shall be invoiced as a separate item.

15. AWARD OF CONTRACT: As directed by statute, qualified bids will be evaluated and acceptance may be made of the lowest and best bid most advantageous to WSFCS as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by WSFCS to be pertinent or peculiar to the purchase in question. Unless otherwise specified by WSFCS or the bidder, WSFCS reserves the right to accept any Page 8 of 39 item or group of items on a multi-item bid. In addition, on TERM CONTRACTS, WSFCS reserves the right to make partial, progressive, or multiple awards: where it is advantageous to award separately by items; or where more than one supplier is needed to provide the contemplated requirements as to quantity, quality, delivery, service, geographical areas; other factors deemed by WSFCS to be pertinent or peculiar to the purchase in question.

16. HISTORICALLY UNDERUTILIZED BUSINESSES: Pursuant to General Statute 143-48 and Executive Order #150, WSFCS invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

17. CONFIDENTIAL INFORMATION: As provided by statute and rule, the WSFCS will consider keeping trade secrets which the bidder does not wish disclosed confidential. Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the bidder. Cost information shall not be deemed confidential. Despite what is labeled as a trade secret, the determination of whether it is or not will be determined by North Carolina law.

18. SAMPLES: Sample items, when required, must be furnished as stipulated herein, free of expense, and if not destroyed will, upon request, be returned at the bidder's expense. Request for the return of samples must be made within 10 days following the date of bid opening. Otherwise, the samples will become WSFCS property. Each individual sample must be labeled with the bidder's name, bid number, and item number. A sample on which an award is made will be retained until the contract is completed, and then returned, if requested, as specified above.

19. PROTEST PROCEDURES: When an offeror wants to protest a contract awarded pursuant to this solicitation, that is over \$10,000, they must submit a written request to the State Purchasing Officer at the address given in the solicitation document entitled "Mailing Instructions". This request must be received in the Division of Purchase and Contract within thirty (30) consecutive calendar days from the date of the contract award and must contain specific reasons and any supporting documentation for the protest. Note: Contract award notices are sent only to those awarded contracts, and not to every person or firm responding to this solicitation. Bid status and Award notices are posted on the Internet at <http://www.state.nc.us/PandC/>. All protests will be handled pursuant to the North Carolina Administrative Code, Title 1, Department of Administration, Chapter 5, Purchase and Contract, Section 5B.1519.

20. MISCELLANEOUS: Masculine pronouns shall be read to include feminine pronouns, and the singular of any word or phrase shall be read to include the plural and vice versa.

21. DEFAULT AND PERFORMANCE BOND: In case of default by the contractor, Winston Salem Forsyth County Schools (WSFCS) may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. WSFCS reserves the right to require performance bond or other acceptable alternative guarantees from successful bidder without expense to WSFCS.

22. SPECIAL REQUIREMENTS REGARDING CRIMINAL BACKGROUND



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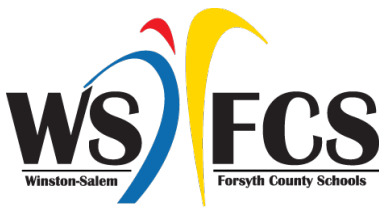
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- A. Criminal Background Investigations of individuals working on school property (sites occupied with students and sites not occupied with students). At a minimum, the contractor shall obtain a complete North Carolina statewide criminal background investigation for all employees and subcontractors who will work on this project, covering a period of the last seven (7) years. If the contractor or subcontractor is from out of state, the criminal background investigation shall be broadened to include their home state, as well as the state of North Carolina as outlined above. The company providing such information must be recognized by local law enforcement agency as qualified to do so. All costs associated with these criminal background checks are the responsibility of the contractor. Each prime contractor will be responsible for all their employees and all their subcontractors working under them. On sites that are occupied with students and staff, a daily sign-in sheet will be presented by each prime contractor to the principal and SRO – Student Resource Officer by 9:00 a.m. each morning. If there is no SRO – provide the principal. This list will contain the name of each person on site and the company they work for. Any individual with the following criminal convictions or pending charges will NOT be permitted on any school project or property.

1. Child Molestation or Abuse or indecent liberties with a child.
2. Rape.
3. Any Sexually Oriented Crime.
4. Drugs: Felony use, possession, or distribution.
5. Murder, manslaughter, or other death related charge; or
6. Assault with a deadly weapon or assault with intent to kill.

Any individual with a prior conviction or pending charges contained in the mentioned list, shall be banned (not allowed) from any school project or property. Each person on site must wear a plastic laminated identification badge that identifies the name of the company and the person's name. These badges are to be computer produced at a font large enough to be clearly visible. All costs associated with these criminal background checks are the responsibility of the contractor. The ID badge template will be made available to the successful prime contractors at the Pre-Construction Meeting. Winston Salem Forsyth County Schools may, at any time, request verification of criminal background investigation for any employee or subcontractor on school property.



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