REQUEST FOR INFORMATION

FOR

BULK PROCUREMENT OF COMPUTING DEVICES

AUGUST 24TH, 2022

1. INDRODUCTION

1.1 Notice to Respondents

Respondents to this Request for Information (RFI) are invited to respond to any or all questions in this document. An RFI response is completely voluntary and will not affect consideration of potential Request for Proposals (RFP) or any other subsequent solicitations issued by the County Commissioners Association of Pennsylvania (CCAP).

This RFI has been issued solely for the purpose of market research and does not constitute an RFP, nor obligate CCAP to any future commitments. Furthermore, CCAP will not be responsible for any costs incurred from vendor/contractors' who respond to this RFI. No party is bound by the information provided in response to this RFI.

1.2 Background

CCAP advocates as the unifying voice of all Pennsylvania counties
and provides leadership and support for excellence in county government. CCAP is a statewide, nonprofit, nonpartisan Association representing all 67 counties in Pennsylvania. CCAP members include the county commissioners, council members, county executives, administrators, chief clerks, solicitors, and technology leaders.

CCAP strengthens the counties' abilities to govern their own affairs and to improve the well-being and quality of life for every Pennsylvania resident. It advocates for favorable state and federal legislation, programs and policies on behalf of counties. CCAP is committed to service excellence through education, information, insurance, technology and other programs that support effective county government.

1.3 Purpose

The purpose of this RFI is to solicit information regarding volume discounted pricing models for the procurement of laptops and other computer devices. Over the past 20 years, CCAP has offered technology services to local county government through various pricing models to maximize value while decreasing cost. Since each county and county government related entity has its own budget and unique requirements, CCAP is conducting research to 1) determine the feasibility of a bulk procurement pricing model; 2) identify potential sources to provide computing devices (laptops, desktops, tablets,

iPad's, etc.) of various brands and performance configurations to the counties of Pennsylvania under one umbrella agreement.

The primary goal is to gather knowledge from the vendor community to understand the bulk procurement process along with associated costs, pricing strategies/models, invoicing, delivery, and implementation services. Furthermore, respondents are encouraged to provide additional information that may be supportive, relevant, or beneficial for the stated purpose.

1.4 Respondent Submissions and Questions

We are asking for the vendor community to share the following information at as part of this RFI. Submissions will be submitted via Microsoft Forms https://forms.office.com/g/LNhE2nQspL.

Respondents needing confidential treatment for any proprietary information they furnish must clearly identify that in their response. All information received in response to this RFI that is marked Proprietary will be handled accordingly. All material submitted shall be considered the property of the CCAP. Notwithstanding any respondents' copyright designations contained on their responses, CCAP shall have the right to make copies and distribute responses internally at CCAP and with the CCAP Technology Committee.

Responses to this RFI will not be returned. Vendors will not be notified of the result of the review, nor will they be provided copies of it. CCAP reserves the right to consider or reject any and all responses to this RFI, to amend and/or reissue this RFI and to abandon this process entirely if needed.

The following questions are being presented to the vendor community to collect information on options for providing the services described in this RFI. For the questions below, include available options, perceived pros and cons and industry best practices.

1. Can different specs/brands/configurations of computing devices be procured as a bundled offering for multiple counties?

2. Is there a discounted rate for the purchase of devices that share the same specification, configuration, and model? If so, what is the minimum requirement?

3. Would devices be delivered to each county customer or one location, and what is the billing process?

4. Could the procurement also include cost for the disposal of previously used devices?

5. When does the warranty begin once devices are purchased?

6. If a device is defective, what is the process/protocol to have it replaced?

7. Please provide any additional input or alternative approaches that CCAP should consider.

2. DEADLINE

2.1 Timeline

This RFI is being posted on August 24th, 2022 and will remain open to submission until October 7th, 2022. CCAP reserves the right to adjust the established benchmarks to maintain an effective inquiry process.

3. CONTACT

3.1 Contact and Questions

Questions related to this RFI should be directed to Kim Ade at KAde@pacounties.org. Kim is the sole point of contact for this RFI.