

## REQUEST FOR PROPOSALS

**ITEM DESCRIPTION: External Digital Signage**

**DATE AND TIME TO BE OPENED: Wednesday, July 14, 2021 at 1:00PM**

**PRE-BID CONFERENCE (IF APPLICABLE): None**

**SUBJECT MATTER EXPERT (NAME): Molly Hannon, Director of Purchasing**

**SUBJECT MATTER EXPERT (EMAIL): Molly.Hannon@ppsd.org**

**QUESTION DEADLINE: Friday, June 25, 2021 at 4:30 PM**

### Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**Purchasing Department, Suite 206  
797 Westminister Street  
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

## **Notice to Vendors General Terms**

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other bidder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein must be listed and fully explained on a separate sheet attached to the Bidder's detailed conditions and specifications and referred to separately in the Bids. Such proposed exceptions, modifications, or deviations shall be an additional variable for consideration by the Providence Public School District in addition to vendor qualifications, price, quantity, and/or scope of services. In all cases not indicated by Bidders as an exception, modification, or deviation, it is understood that the terms, conditions and specifications of the Providence Public School District shall apply. No exception, modification, or deviation shall be deemed accepted, approved, or otherwise incorporated into the contract unless expressly set forth in the award notice.
8. Proposals must meet the attached specifications. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
9. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
12. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
13. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/4634>).
14. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
15. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
16. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
17. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.
18. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
19. The Contractor shall not be paid in advance.
20. The contract shall be in effect from the date of award through **June 30, 2022** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause.
21. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
22. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications.
23. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees.

The Contractor shall provide a copy of the background check report(s) to the District, upon request.

24. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.
25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.
26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.
27. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party. Notwithstanding the foregoing, and subject to the provision concerning exceptions, modifications, or deviations set forth in Paragraph 7 hereinabove, the General Terms shall not be modified or amended in any way by subsequent agreement. In the event of a conflict between the General Terms and any subsequent modification or amendment to the contract, the General Terms shall control.
28. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

**BID FORM 1: BIDDER INFORMATION**

**Agrees to Bid on: External Digital Signage**

**DATE AND TIME TO BE OPENED: Wednesday, July 14, 2021 at 1:00PM**

Name of Bidder (Firm or Individual): \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title

# Request for Proposals

## External Digital Signage

### Funding Source (Contingent on Funding): Stimulus Funds

#### I. Purpose

The Providence Public School District is seeking an installation and support contract for External Digital Signage at 15 schools (schools indicated below), and repairs to one external digital sign at one school (indicated below). The contract and services to be provided are to include installation of a professional LED display monitor, digital signage software, and all necessary cabling and wire runs for electrical power supply to the external digital signs.

**Services to be provided:** This RFP requires the installation, configuration, and training of a brand new LED display sign at 15 (fifteen) schools, and repairs to one existing external digital sign, at 1 (one) school, including the necessary cabling and wiring for data and power. The monitor/sign is to be mounted (included and specifically indicated in contractor's bid response pricing). The specific locations of these devices are to be coordinated with Providence Public School's contact person(s). The Providence Public School District requires the installation of said software (including licenses as required) for the device prior to completion. The contractor must support and include all mounting hardware to be installed by service provider

#### II. Required Qualifications

- Contractor should include one-time and reoccurring costs in their proposals where applicable.
- Contractor must provide references from past clients for similar services/work
- Contractor must provide documentation of financial stability
- Proposals can include the pricing of individual items or alternate items if applicable but the Providence Public School District will favor comprehensive cost effective solutions.
- Contractor must be located within 50 (fifty) miles of Providence, Rhode Island.

### **III. Scope of Work**

The Providence Public School District is seeking an External Digital Signage installation and service contract for installation, configuration, user training, maintenance & support, and a software management tool to make changes to the external digital sign. All bidders are required to install the necessary electrical wiring, hardware and accessories and to for each external digital sign at the below indicated 15 (fifteen) schools, and repairs to 1 (one) existing external digital sign at 1 (one) school. The bidder may engage a sub-contractor to perform the electrical installation work necessary to facilitate use of the external digital signs. The signage/display systems shall consist of cloud-based software, hardware devices for wireless connectivity to site/department specific display needs, and display systems that are compatible with indoor and outdoor use. Contractor will provide details of the digital security of the software being used to use the signage and store any and all associated cloud stored data.

This proposal is to include unit and extended pricing detail.  
The total costs of all reoccurring and non-reoccurring charges must be explicitly specified.

No used, demo, refurbished or re-manufactured products will be accepted.

All proposals must include proposed costs to complete the tasks described in the project scope. Pricing should be listed for each of the following items: Materials, Construction Cost, Electrical Work, Software Cost  
NOTE: All costs and fees must be clearly described in each proposal.

Contractor will only provide pricing and specifications for digital signage that will be outside of each school building, resulting in the digital signs being exposed to weather and temperatures typical of the Providence, RI area.

Bid responders must be a direct service provider of the requested services and products. Bid responses submitted by contractors that are not direct service providers will not be considered.

**Schools to install external digital signs:**

<b>School Name</b>	<b>School Address</b>
Vartan Gregorian Elementary School	455 Wickenden Street, Providence, RI 02903
Newcomer Program	425 Branch Avenue, Providence, RI 02904
E-Cubed Academy*	812 Branch Avenue, Providence, RI 02904
Nathanael Greene Middle School	721 Chalkstone Avenue, Providence, RI 02908
Juanita Sanchez Educational Complex	182 Thurbers Avenue, Providence, RI 02905
Frank D Spaziano Elementary School	85 Laurel Hill Avenue, Providence, RI 02909
Robert L. Bailey, IV Elementary School	65 Gordon Avenue, Providence, RI 02905
Webster Avenue Elementary School	191 Webster Avenue, Providence, RI 02909
Dr. Martin Luther King, Jr. Elementary School	35 Camp Street, Providence, RI 02906
Reservoir Avenue Elementary School	156 Reservoir Avenue, Providence, RI 02907
Hope High School	324 Hope Street, Providence, RI 02906
360 High School	182 Thurbers Avenue, Providence, RI 02905
Anthony Carnevale Elementary School	50 Springfield Street, Providence, RI 02909
Dr. Jorge Alvarez High School	375 Adelaide Avenue, Providence, RI 02907
Mary E. Fogarty Elementary School	199 Oxford Street, Providence, RI 02905
Classical High School	770 Westminster Street, Providence, RI 02903

\* - Repairs to existing external digital sign

**Item #1: Overview**

The contractor will be responsible for procuring, installing, configuring and testing all hardware and software required. The proposed system must be compatible with all future revisions and software/hardware versions for entire life of contract. Any upgrades or patching required to bring newer hardware or software into production must be included as part of this entire contract life. The contractor will be responsible to finalize digital display signage configuration, and testing all digital display signage system hardware components and sub-components and ensuring interfaces are working properly. Each external digital sign must be WiFi enabled.

**Item #2: Software**

The contractor shall grant Providence Public School District the right to use all software and firmware provided under the contract and will not impose any licensing restrictions on interfacing data to or from the digital display system software. The Providence Public School District shall be the owner of all software data.

The contractor shall provide for hosting of the content management software. Hosting services, monthly service fees, maintenance, and licensing for the software shall be provided for the duration of the warranty period for all digital display signage system software. The Providence Public School District shall have the option to extend the duration of software hosting beyond the system warranty period to be negotiated with system contractor at future periods.



**Item #3: Maintenance and Repair**

The Service Provider shall undertake maintenance, repair and rectification of the Digital Signage and the signage related software and hardware to ensure uninterrupted availability of Digital Signage Service to The Providence Public School District. Maintenance, Repair, Rectification of the external digital signs and their management software and tools shall be the responsibility of the Service Provider and The Providence Public School District shall pay no additional cost for the same for such maintenance. In case the Service Provider is not able to rectify the problem with any of these equipment for any reason, the equipment shall be replaced by the Service Provider at no extra cost to The Providence Public School District.

**Item #4: Digital Display Signage System Training**

The contractor shall provide a user training that enables The Providence Public School District's employees to operate and maintain the system. Training topics shall include: Digital display signage operator training, System administration training including 3rd party interfaces; The contractor shall provide a detailed training plan and user manual in conjunction with the overall project schedule. All training will be conducted onsite at The Providence Public School District. Training materials and user training sessions are to be included the total cost bid submitted. Additional training shall be provided by the Contractor at no cost to The Providence Public School District.

**Item #5: Security**

The system/management software must provide user security to accommodate multiple administrative groups. The system/management software should allow the user to carry out all content management and admin functions. System Administrators must be able to define system/management software user roles such as admin and read only users, etc. The software management tool/system data is to be located in the cloud and it is required to include security and stored independent of other customer data.

**Item #5: Warranty**

The Contractor will provide a three (3) year service and warranty policy on all components of the system including equipment, services, and software purchased under this contract. The warranty period will begin following final system acceptance by The Providence Public School District. Contractors are required to identify their service facility in their proposals. The Providence Public School District reserves the right to approve or reject the service facility specified by the Contractors. A complete copy of the contractor's warranty shall be included in the proposal. Contractor shall provide a single point of contact for all warranty administration during the warranty period. The Contractor shall provide any software updates and patches for the current version at no cost to The Providence Public School District during the warranty and support period.

Future upgrades to the software system will be made available to The Providence Public School District at no additional charge during the warranty and support period. If there is a change in the production configuration of any equipment or software being installed prior to installation completion, The Providence Public School District may require that all previously installed equipment and software be upgraded to match the updated configuration. Ongoing Support and Maintenance - The contractor shall provide ongoing user and technical support for a period of three (3) years as part of the warranty period.

#### **Item #6 Repair or Replacement of Faulty Components**

During the warranty period, the contractor shall repair or replace any faulty components, with the cost included in the warranty price. If at least 25% of a given component requires repair or replacement within the five-year warranty period, the component shall be deemed to warrant system-wide replacement. System wide replacement shall require the Contractor to replace all units of the suspect component throughout the system, whether or not they have exhibited any fault. Even if the system-wide replacement activity extends beyond the warranty period, the Contractor shall be obligated to complete the system-wide replacement if the need was documented before the end of the warranty period. Software support during the warranty period shall include technical support for all hardware and software, with a technical support line, as well as providing, licensing, installing and integrating all released software patches and updates.

#### **IV. Timeline for Installation/Implementation**

Contractor shall provide services to provide a complete turnkey installation of the System/software management tool. Contractor is to provide an implementation plan that discusses the responsibilities of each party, as well as includes a schedule/timeline for installation, training and full operation of system.

Project Timeline: Awardee contractor will install, setup and complete trainings before September 9, 2021.

#### **V. Limitations**

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

## VI. Proposal Requirements

An unbound original and three (3) bound copies of the bid proposals must be submitted with an electronic version (Flash drive) of the written proposal in MS Word format. Please ensure that the electronic version of the proposal is labeled with Date, RFP Title and Contractor Name and packaged with the original copies of the response. Proposals received after the due date and time will not be considered.

### **Proposals may not be submitted by E-mail and facsimile**

- Contractors will include one-time installation and reoccurring costs in their proposals where applicable.
- Proposals can include the pricing of individual items or alternate items if applicable but The Providence Public School District will favor comprehensive cost effective solutions.
- Service providers will charge PPSD no more than their Lowest Corresponding Price (“LCP”).

## VII. Questions

Questions concerning this solicitation should be emailed to **Molly Hannon at [molly.hannon@ppsd.org](mailto:molly.hannon@ppsd.org)** Questions are due by **Friday, June 25, 2021 at 4:30PM** Questions will be answered via addendum on or after Tuesday, June 29, 2021.

## VIII. Evaluation of Proposals

Each contractor proposal will be reviewed and scored against the criteria in the table below. A review committee with at least three members will evaluate the proposals. Each member of the committee will conduct a thorough, independent evaluation of each proposal. The committee will then meet for a discussion after which members will have the option to revise their scores. The technical score will be determined by averaging each member's score in each category.

The maximum number of points scored per bid is 25. Evaluations will place the greatest significance on Price/Cost.

The award will then be made to the most technically acceptable proposal(s).

		<b>Bidder 1</b>	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 2</b>
	<b>Weight</b>	<b>Raw Score (1-5)</b>	<b>Weighted Score</b>	<b>Raw Score (1-5)</b>	<b>Weighted Score</b>
<b>Price/Cost</b>	<b>30%</b>				
<b>Understanding of needs</b>	<b>20%</b>				
<b>Prior Experience</b>	<b>25%</b>				
<b>Personnel Qualifications</b>	<b>20%</b>				
<b>Financial Stability</b>	<b>5%</b>				
<b>Overall Ranking</b>	<b>100%</b>				

The Providence Public School District may choose to seek clarifications from contractors with regard to their proposals. All responses will be provided in writing, and incomplete and/or unclear responses may result in a proposal being deemed technically unacceptable. The Providence Public School District reserves the right to make a selection without requesting clarification. Additionally, The Providence Public School District may not necessarily seek clarifications from all contractors submitting proposals.