

REQUEST FOR PROPOSAL (RFP)
Chromebook Device Purchase

Collins-Maxwell Community School District

Issue Date: May 29, 2026

1. Introduction

The Collins-Maxwell Community School District (“District”) is soliciting proposals from qualified vendors for the purchase, configuration, setup, licensing, and delivery of Chromebook devices for student and staff use.

District Information

Collins-Maxwell Community School District
400 Metcalf St
Maxwell, IA 50161

2. Purpose

The purpose of this RFP is to obtain competitive pricing and services for interactive classroom display technology that supports instruction, collaboration, and student engagement throughout the District.

The District intends to purchase:

- One hundred seventy-five (175) Lenovo 100e Gen 5 Chromebooks with MediaTek chipset and 4GB memory
- Optional pricing for Lenovo 100e Gen 5 Chromebooks with MediaTek chipset and 8GB memory
- Google Chrome Education Upgrade licensing for all devices
- Configuration and setup of all units prior to delivery
- Optional asset tagging and Google Admin enrollment services

Equivalent products may be considered if they meet or exceed all specifications outlined in this RFP. Vendors proposing equivalent products shall clearly identify all deviations and provide complete specification documentation.

3. Scope of Work

A. Equipment

- Supply new, unused, current-model Chromebook devices and related licensing meeting the specifications in Section 4.

B. Delivery

- Deliver all equipment to Collins-Maxwell Community School District, 400 Metcalf St, Maxwell, IA 50161.

- Coordinate delivery dates with District personnel.
- Vendor is responsible for freight, handling, unloading, and inside delivery.

C. Installation & Setup

- Configure all Chromebook devices prior to delivery.
- Enroll devices into the District's Google Admin environment if requested.
- Apply all required operating system and firmware updates.
- Asset tag and label devices if requested by the District.
- Verify proper operation and testing of all devices prior to delivery.
- Remove and dispose of all packaging materials.

D. Training

- Provide basic documentation or optional training covering Chromebook setup, management, warranty procedures, and troubleshooting.

E. Warranty & Support

- Provide manufacturer warranty details.
- Provide technical support contact information and service response expectations.
- Provide optional extended warranty pricing.

4. Minimum Specifications

Chromebook Requirements

Preferred model: Lenovo 100e Gen 5 Chromebook with MediaTek chipset or approved equivalent.

- • ChromeOS operating system
- • MediaTek chipset
- • Vendor shall provide base pricing for 4GB memory configurations and optional pricing for 8GB memory configurations
- • Ruggedized education-focused design
- • Integrated webcam and microphone
- • Wi-Fi connectivity
- • Minimum 11-inch display
- • Google Chrome Education Upgrade licensing included
- • Minimum one-year manufacturer warranty
- • Devices must be classroom-ready upon delivery
- Energy Star compliant

The District expects all proposed equipment to be fully classroom-ready and compatible with standard K–12 instructional environments.

5. Vendor Qualifications

- Company overview
- Relevant K–12 installation experience
- References from at least three school districts
- Authorized reseller or manufacturer partner status
- Description of support capabilities

6. Proposal Requirements

- Cover Letter
- Company Information
- Product Specifications
- Installation & Setup Plan
- Training Plan
- Warranty Information
- Pricing
- References
- Exceptions or Deviations

Proposal responses should be concise, clearly organized, and submitted in sealed format.

7. Pricing Requirements

- Unit pricing for Chromebook devices
- • Base pricing for 4GB memory configurations and optional pricing for 8GB memory configurations
- Extended pricing
- Configuration/setup costs
- Shipping/freight
- Training costs
- Google licensing costs
- Optional extended warranties
- Any applicable discounts

Pricing shall remain valid for a minimum of ninety (90) days.

8. Evaluation Criteria

Criteria	Weight
Cost	35%
Product Compliance	25%
Installation & Support	20%
Vendor Experience	10%
References	10%

The District reserves the right to reject any or all proposals and to request clarification or additional information from vendors.

9. Timeline

Milestone	Date
RFP Issued	May 29, 2026
Questions Due	June 5, 2026
Proposal Due Date	June 12, 2026
Vendor Selection	June 17, 2026
Installation Completion Target	August 14, 2026

10. Submission Instructions

Submit sealed proposals by mail or in person to:

Brett Fricke – RFP RESPONSE
Collins-Maxwell Community School District
400 Metcalf St
Maxwell, IA 50161

Envelope Label:
RFP Response – Chromebooks

Proposals must be received no later than 12:00 PM (Noon) on June 12, 2026. Late submissions may not be considered or opened.

11. Terms & Conditions

- The District reserves the right to accept or reject any proposal.
- The District may request additional information or clarification.
- All costs associated with proposal preparation are the responsibility of the vendor.
- The selected vendor must comply with all applicable federal, state, and local regulations.
- Vendor personnel performing on-site work shall comply with all District safety and visitor procedures.
- The District is tax exempt where applicable.

12. Contact Information

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Maxwell, IA 50161
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