



REQUEST FOR BID

Technology and Hardware Service Provider

Introduction and Background

NextGen Policy is a California-based, Black-led, non-profit organization fighting for progressive, justice-centered policies and programs that positively impact all Californians. NextGen Policy's work advances environmental, social, gender, racial, and economic equity through legislative advocacy, grassroots partnerships, strategic communications, and democratic civic engagement. For more information, visit www.nextgenpolicy.org.

NextGen Policy is seeking proposals from qualified service providers to work on behalf of state and federal grant projects ⁽¹⁾.

Interested parties are invited to submit a bid. Small businesses, minority-owned firms, veteran-owned businesses, and women's business enterprises are strongly encouraged to submit.

Scope of Service

NextGen Policy is accepting bids for new Windows laptops, Chromebooks, printers, and cables as needed. The selected bidder will supply the equipment and manage the distribution of orders.

Minimum Quantities*:

- 125 Windows Laptops (webcam, 16GB RAM, w/wo MS Office, 1 year tech support per device)
- 20 Chromebooks
- 2 Black and White Printers

** Refurbished preferred for all hardware.*

Please include the following:

- Specifications for the hardware listed such as, but not limited to, the type and capabilities of the memory, graphics card, hard drive, the speed of USB ports, etc.
- Warranty and support listed as a separate line item and details to the coverage of the warrantee.
- Statement of ability to provide batch orders, and any unit price cost savings per minimum or group order.
- General timeline for the delivery of ordered equipment.

Competitive pricing offered in proposals shall be valid for the term of the federal grant project of NextGen Policy (through June 2028), with no more than a 5% annual increase for a multiyear project.

⁽¹⁾ The scope of service detailed here will be 100% funded with federal dollars from two (2) separate grant projects with an estimated total budget of approximately \$75,000. No non-governmental sources will be expended to cover the project.

Proposal Requirements

Applicants should submit a bid that includes the following sections:

- **Company Information:** Provide a brief description of your company, including your experience in providing similar services, company size, and key personnel.
- **Pricing:** Provide detailed pricing for the project, including all costs associated with delivering the services (labor, materials, travel, etc.). Please indicate whether the pricing is firm or if there are any conditions that may lead to changes in cost. Additionally, where applicable, please indicate the measures to be taken to ensure cost efficiency and savings.

Note – By submitting a formal proposal, applicants are confirming that neither the organization nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and qualifications (10/100 points)
2. Pricing and overall value (90/100 points)

Submission Instructions

All proposals must be submitted electronically to Sandra Lyon at sandra@eliostrategies.com. Proposals will be reviewed on a rolling basis.