Request for Proposals
Laptop and docking station or hub purchase
Released: 7/3/23
Bids due: 7/31/23

Legal Services for Children (LSC) is soliciting bids for the purchase of 29 laptops and docks for staff use as described in this Request for Proposals. Bids are due by 5pm Pacific time on July 31 and must be submitted by email to Moisés Cruz at moises@lsc-sf.org.

Legal Services for Children provides free legal representation and social services to children and youth who require legal assistance to stabilize their lives and realize their full potential. Through a holistic team approach utilizing legal advocacy and social work services, our goal is to empower clients and actively involve them in the critical decisions that impact their lives. LSC uses this model to achieve safety and stability at home; educational success; and freedom from detention and deportation for our clients.

LSC seeks bids for the purchase and delivery of 29 laptops and compatible docking stations and/or hubs. LSC prefers Lenovo laptops but will consider other similar laptops. Delivery should occur within two months of contract signing. Equipment requirements:

- Each docking station or hub must allow connection to 2 external monitors, a keyboard, a mouse, and an ethernet cable, and include USB-A, HDMI, and USB-C ports. Docking stations and hubs must be compatible with the laptops included in the quote.
- Laptop specification ranges:
  - 12th Generation Intel Core (E-cores up to 3.30-3.40; P-cores up to 4.40-4.70)
  - Most current Windows Pro operating system
  - Onboard memory between 8-16GB
  - 256GB solid state drive
  - 14” display
  - Built in camera & mic
  - Trackpad
  - Graphic Card
  - Warranty of at least 3 years

Vendors must be licensed to operate a business in California.

Bids must be submitted no later than 5pm Pacific on July 31. All laptops must be identical. Bids must include:

- Laptop specifications including processor, operating system, onboard memory, graphic card, type of drive, display, battery type, camera type, graphics card, and warranty
- eWaste fees
Docking station and hub specifications including number and type of ports, external devices supported, and laptop compatibility

A choice between hubs and docking stations with fee information and specifications for each choice, or a recommendation for one choice that describes the reasoning for providing a single choice

After receiving proposals, LSC anticipates a 6-week process to review bids and seek any follow-up information from vendors. We seek delivery within two months of finalizing a contract for purchase.

Proposals will be evaluated based on price, laptop specifications (including speed, memory, weight, battery life, and performance), suitability of equipment based on the needs of our staff, compatibility with external hardware (monitor, keyboard, mouse), warranty, vendor responsiveness, customer service, vendor past performance, and professionalism.