



**Request for Information (RFI)**  
**ID# 11-11-11-CYC**  
**Connect Your Community Project – “CYC”**

**A Project funded by the American Recovery &  
Reinvestment Act through the Dept of Commerce NTIA  
BTOP Program**

**INFORMATION SOLICITATION FOR PREFERRED  
PROVIDERS FOR REFURBISHED COMPUTERS**

**Date: November 2011**  
**Release #: 1.0**

## **Request for Information Summary**

OneCommunity is seeking vendors to offer refurbished computers (desktops, laptops, and LCD Monitors) and services (warranties, technical support) to end-users that are trained in its Connect Your Community (CYC) Broadband Adoption and Sustainability initiative. To date the CYC program has purchased over 7000 refurbished desktop and laptop computers and is anticipating purchasing a similar amount in the next 12 months. This opportunity allows the vendor to;

- Participate in a high-visibility national Broadband Technology Opportunities Program (BTOP) focused on Sustainable Broadband Adoption. This \$25mil program is one of the largest public investments of its kind
- Promote their equipment and services offerings to the Connect Your Community Local Community Agencies and their sub-recipient partners
- The opportunity to sell up to 6,000 - 8,000 refurbished desktop or laptop computers over the course of the next 12 months.

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**Request for Information  
CYC Project Web-based Application  
July 15, 2010**

## **Opening Instructions**

Carefully read the information contained in this RFI and submit a complete response to all requirements, specifications, and questions as directed.

### **Contact for this RFI:**

**Mr. Bill Callahan  
Director, Connect Your Community Project  
OneCommunity  
216-923-2240  
bcallahan@onecommunity.org**

### **1.1 Questions and Inquiries**

Respondents who have questions about the RFI should call or e-mail such questions to the Contact for this RFI (herein Contact) by the dates noted in the RFI schedule in Table 1.

Responses to questions which involve an interpretation or change to this RFI will be issued in writing by addendum and emailed to all parties recorded by OneCommunity as having replied to the RFI and having elected to proceed with responding to the RFI.

It is the responsibility of the respondents to ensure that OneCommunity has the correct contact information. Oral and other interpretations or clarifications will be without legal effect. Companies receiving this proposal other than directly from OneCommunity are responsible for notifying the Contact that they are in receipt of a proposal package and for providing a name, address and e-mail along with their stated interest in the proposal (e.g., as a lead respondent). This includes receipt of the RFI via download from the OneCommunity public web site, or any other public web site to which this RFI is posted.

All materials submitted in response to this request become the property of OneCommunity and project partners and may become a part of any resulting contract. Award or rejection of a proposal response does not affect this right. The respondents by submitting a proposal, agree that any costs incurred in responding to this RFI, or in support of activities associated with this request, are to be borne by the respondent and cannot be billed to OneCommunity or project partners.

OneCommunity will incur no obligation or liability whatsoever to anyone by reason of issuance of this RFI, or action by anyone relative thereto.

## 1.2 RFI Schedule of Events and Dates

**All events and dates are subject to change.** OneCommunity will give reasonable notice of changes via email notification to those continuing in the RFI process.

### 1.3 Table 1: RFI Events and Dates

<b>RFI Event</b>	<b>Projected Schedule</b>
RFI Release - direct to Respondents & posted on OneCommunity web site	November 30, 2011
Intent to Respond Notification and Questions Submitted	December 14, 2011
OneCommunity Issued Response to Vendor Questions	December 21, 2011
RFI Submitted for Review	January 6, 2012
RFI Review Begins	January 9, 2011
Vendors and Pricing communicated to LCA's	January 13, 2012

## Introduction

OneCommunity is issuing this Request for Information (RFI) in support of OneCommunity's "Connect Your Community" Project (1C's CYC). The goal of this RFI is to identify vendors who can offer refurbished computers and services to the graduates of 1C's CYC program, as administered by our Local Community Agency (LCA) partners in the eight (8) communities approved in the federal grant. This RFI offers Respondents a tremendous opportunity join a highly visible NTIA BTOP Sustainable Broadband Adopter initiative providing national exposure for their products and services.

### 1.4 OneCommunity Background

OneCommunity is a non-profit technology corporation providing ultra high speed network services to healthcare, education, government and non-profit civic institutions in Northeast Ohio. It currently operates a fiber optic network serving the Northeast Ohio region that is one of the largest and fastest in the world.

The final tiers to our solution – devices & adoption – are a natural extension of the capacity and access we deliver. Together with our seven Local Community Agency (LCA) partners, OneCommunity was awarded funding under the American Recovery and Reinvestment Act, through the National Telecommunication and Information Agency's Broadband Technology Opportunities Program. The CYC Project was awarded under the *sustainable broadband adoption* category to train and support the adoption of broadband by 26,000 underserved people over a 2 year period.

### 1.5 Project Background

Funded under the ARRA stimulus act through the NTIA BTOP program, the CYC Project aims to;

- conduct a program awareness campaign reaching ***half a million people in our 8 LCA partner communities***
  - o Akron, Ohio
  - o Appalachian Ohio
  - o Bradenton, Florida
  - o Cleveland, Ohio
  - o Lorain, Ohio
  - o Detroit, Michigan
  - o Winston Salem, North Carolina
  - o Lexington, Kentucky
- provide digital literacy training to ***26,000 people to become "sustainable broadband adopters"*** over a 2 year period

- Establish a CYC Corp team that creates 100+ new jobs. The CYC Corps team will conduct community awareness campaigns, provide the digital literacy training and perform case management services to the program participants to guide them through the purchase of broadband services and end devices.
- Evaluate the impact of the awareness campaign and the digital literacy training to determine effective models and best practices for expanding the program to other communities across the country.

With this RFI, 1C seeks a vendor who is seeking the opportunity to provide discounted, refurbished computers to over 8,000 Sustainable Broadband Adopters, in **8 communities**, who have completed 24-hours of in-classroom courses and are supported by CYC Corps team to sustain them as broadband adopters.

### **1.5.1.1 Purpose of Request for Information**

The awarded vendor(s) will provide solutions in which our Local Community Agencies (LCA) can purchase refurbished computers, laptops and monitors (section 1.5.2) directly from the vendor at discount prices and/or purchase palletized CPUs and Monitors (section 1.5.3) at bulk rate prices.

### **1.5.2 Refurbished Computer and Laptops (Boxed)**

The following information is intended to help guide Successful Respondents to offer a variety of refurbished computers and laptops at below market price points. The refurbished computers and laptops should meet or exceed the identified minimum specifications. Respondents may also provide pricing models that demonstrate the reduction in refurbished computer and laptop price points paid by LCA's as volume grows throughout the program.

1C will look for value in terms of below market pricing options, shipping costs and meeting or exceeding refurbished computer and laptop specifications.

#### Refurbished Computers (Boxed)

- Computers are refurbished with a valid MS Windows & Office and meet minimum specifications<sup>1</sup>
- Computers are boxed for end-user distribution and include warranty documentation, CPU, Keyboard, Mouse, power cable, 10/100 Ethernet Card, One Year Warranty and OS Media

#### Refurbished Monitors

- 15" LCD Monitors
- Monitors are refurbished and boxed with power cables and VGA or DVI cable

#### Refurbished Laptops (Boxed)

- Laptops are refurbished with valid MS Windows & Office license and meet minimum specifications
- Laptops are boxed for end-users distribution and include warranty documentation, laptop, power cable, battery, and OS Media

Pricing for Refurbished Computers (Boxed) – Adjust price breaks where appropriate

- Individual Computer (base price)
- Bulk purchase (50 – 250 computers)
- Bulk purchase (250-1000 computers)

Shipping Cost – Boxed CPU and Monitor (per pallet)

- Pricing should reflect shipping to various locations<sup>2</sup>
  - o Shipping Cost (< 10 pallets)
  - o Shipping Cost (<20 pallets)
  - o Shipping Cost (<30 pallets)

### Ala Cart Options

- Per computer cost for the following Ala Cart Options
  - o WiFi Card
  - o LCD Monitor (17" or 19")
  - o Windows 7

### **1.5.3 Bulk Purchased CPU and Monitors (not refurbished)**

The following information is intended to help guide Successful Respondents to offer bulk purchased CPUs and monitors that have not been refurbished. The CPUs should meet or exceed the identified minimum specifications. Respondents may also provide pricing models that demonstrate the reduction in bulk purchased CPUs and monitor price points paid by LCA's as volume grows throughout the program.

1C will look for value in terms of below market pricing options, shipping costs and meeting or exceeding refurbished computer and laptop specifications.

### Palletized CPUs (not refurbished)

- CPUs meet minimum specs
- CPUs are batches of the same make and model
- CPUs are candidates for refurbishing with all basic components intact (motherboard, CPU, RAM, HD, Ethernet card, cables)
- CPUs have been wiped as per Federal Guidelines and components have been tested for basic functionality

### Palletized Monitors

- Unboxed, LCD monitors (minimum 15")
- Monitors are candidates for refurbishing with no screen cracks
- Monitor cables (power, VGA/DVI) included
- components have been tested for basic functionality

Pricing for Bulk Purchase CPUs – Adjust price breaks where appropriate

- Bulk purchase (50 – 250 CPUs)
- Bulk purchase (250-1000 CPUs)

Pricing for Bulk Purchase Monitors – Adjust price breaks where appropriate

- Bulk purchase (50 – 250 monitors)
- Bulk purchase (250-1000 monitors)

Shipping Cost (per pallet)

- Pricing should reflect shipping to various locations<sup>2</sup>
  - o Shipping Cost (< 10 pallets)
  - o Shipping Cost (<20 pallets)
  - o Shipping Cost (<30 pallets)

#### **1.5.4 Specifications and Shipping Information**

##### <sup>1</sup> Minimum Specification (CPU)

- Desktop – minimum specifications
  - 2.0+ ghz processor
  - 15” LCD Monitor
  - 1GB Ram
  - 80 GB HD
- Laptop – minimum specifications
  - 2.0 ghz processor
  - 14” screen
  - 2GB Ram
  - 80GB HD
  - 4 hour battery life

##### <sup>2</sup>Shipping Locations (Provide pricing differences if necessary)

- Ohio (Cleveland)
- Michigan (Detroit)
- Kentucky (Lexington)
- Florida (Bradenton)
- North Carolina (Winston-Salem)

#### **1.5.5 Considerations**

These considerations are provided to help Respondents guide their responses to this RFI for maximum alignment to program objectives. OneCommunity will use this at its sole discretion for reviewing RFI’s and reserves all rights to adjust or modify the selection process at any time.

Responses should include;

- Pricing of refurbished computer and monitor
- Shipping cost
- Vendor’s experience in providing refurbished desktops to non-profit organizations (references are encouraged)
- Vendor’s ability to provide desktops and laptops to scale
- Vendors track record for inventory management, quality control, on-time delivery, warranty and technical support

## **OneCommunity Rights Reserved.**

OneCommunity reserves the right to:

- Request clarification from any Respondent on any or all aspects of its response;
- Cancel and/or reissue this RFI at any time at its sole discretion;
- Retain all Quotations or Proposals submitted in response to this RFI which become the property of OneCommunity; and,
- Invite some, all, or none of the Respondent for interviews and further discussion

This RFI is the property of OneCommunity and may not be redistributed or broadcast without expressed written consent of OneCommunity.

OneCommunity's business policies and regulations will govern the management of the proposal, to include but not limited to compliance with any and all regulations specified by the American Recovery & Reinvestment Act, by the National Telecommunications & Information Administration (NTIA), and the NTIA Broadband Technologies Opportunity Program (BTOP), whether in effect at the time this RFI is issued, or may be enacted during the course of the RFI solicitation period.

OneCommunity reserves the right to request clarification from any Respondent on any or all aspects of its quotation or proposal; retain all quotations or responses submitted in response to this RFI; and, invite some, all, or none of the Respondent for interviews and further discussion.

## **Disclaimer**

Vendors responding to this RFI will not be compensated for their response in any way. Also, responding to this RFI will not enhance any vendor's chances of receiving future work from OneCommunity or the CYC Project. Similarly; not responding to this RFI will not be a detriment to any vendor when competing for future work.

## **How to Respond – General Instructions**

Responses must be prepared in Microsoft Word and be clearly labeled as “**Request for Information– CYC Project – ID# 11-11-11 CYC**”.

Please provide two (2) hardcopies with one (1) electronic copy.

Contact Information:

**Mr. Bill Callahan  
Director CYC Project  
OneCommunity  
800 West St. Clair Ave  
Second Floor  
Cleveland, OH 44113**

**[bcallahan@onecommunity.org](mailto:bcallahan@onecommunity.org)**

### ***1.6 RFI Response Requirements***

The successful Respondent will provide the following in their response, either as a separate section or, where appropriate, “in line” responses to this RFI.

1. Acknowledgement of receipt AND **understanding of the requirements stated herein**
2. Inclusion of an **refurbished computer/laptop list, with price points (as applicable)**
3. Inclusion of **“other features/offerings”**
4. Inclusion of **references**

### ***1.7 CONCLUSION & INVITATION TO SUBMIT***

OneCommunity is excited about this project, funded under the ARRA through the NTIA’s BTOP program; we look forward to your response.