



11/17/2025

1. Introduction

1.1 Purpose

Welcome to Draw Academy's Request for Proposal (RFP). The purpose of this RFP is to solicit proposals from qualified vendors for the procurement of **Lenovo ThinkPad E14 Gen-5 laptops, specifically model number 21JK**, for DRAW ACADEMY Charter School. The goal is to enhance our educational technology infrastructure to support the needs of our students and staff. It is expected that the RFP responses will be submitted on **12-01-2025**. At the conclusion of this process, Draw Academy may elect to engage a single provider or multiple providers depending on our determination of the best model to address the needs of our school. If you need anything from Draw Academy, please contact:

Walter Salgado

Title: IT Coordinator

Email: rfp@drawacademy.org

1.2 Organization Background

DRAW ACADEMY Charter School is dedicated to providing high-quality education and fostering academic excellence among our students. As part of our commitment to integrating technology in education, we are seeking to upgrade our current computer systems to enhance learning experiences and administrative efficiency.

1.3 Project Overview

We are looking to purchase 150 Lenovo ThinkPad E14 laptops, model 21JK. These laptops will be used by our students for educational purposes, including digital learning, research, and administrative tasks.

2. Proposal Guidelines

2.1 Submission Guidelines

All proposals must be received by **12-01-2025** to be considered. Late proposals will not be accepted. Proposals should be submitted electronically to rfp@drawacademy.org with the subject line "**STC 2025-2026**".

2.2 Proposal Format

Proposals must include the following sections:

D i v e r s i t y R o o t s a n d W i n g s

Pre-K to 8th grade TEA Charter School
3920 Stoney Brook Dr. - Houston, TX. 77063

Ph- (713) 706-DRAW (3729) - Fax (713) 706-3711 - draw@drawacademy.org - <http://drawacademy.org>

Executive Summary
Vendor Profile
Proposed Solution
Pricing

2.3 Timeline

RFP Issuance Date: **11-17-2025**
Proposal Submission Deadline: **12-01-2025**
Vendor Selection Date: **12-05-2025**
Expected Delivery Date: **12-15-2025 – 12-19-2025**

3. Project Scope and Specifications

3.1 Technical Specifications

The Lenovo ThinkPad E14 laptops must meet the following specifications for model number 21JK:

Processor: Intel Core i5
Memory: 16GB RAM
Storage: 256 GB SSD TCG Opal Encryption 2
Display: 14-inch IPS (1920 x 1200)
Graphics: Intel Iris Xe Graphics
Operating System: Windows 11 Pro
Connectivity: Wi-Fi 6, Gigabit Ethernet
Ports: HDMI (4K support), headphone/microphone combo jack, LAN, USB 2.0, USB 3.2 Gen 1, USB 3.2 Gen 1 (Always On), USB4 (supports Thunderbolt 4, DisplayPort 1.4 Alt Mode) (Power Delivery 3.0), USB-C 3.2 Gen 2 (supports DisplayPort 1.4 Alt Mode) (Power Delivery 3.0)
Warranty: Standard Manufacturer's Warranty ONLY

3.2 Quantity

Total Units: 150

3.3 Delivery Requirements

All laptops must be delivered to DRAW ACADEMY Charter School, located at 3920 Stoney Brook Dr Houston TX 77063, by **12-15-2025 – 12-19-2025**

4. Vendor Requirements

4.1 Vendor Profile

Vendors must provide the following information:

Company history and background

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Experience with similar projects
Financial stability
Relevant certifications and partnerships

4.2 References

Provide at least three references from clients who have undertaken similar projects.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Compliance with technical specifications
Cost-effectiveness
Vendor's experience and qualifications
Quality of proposed solution
References and past performance

6. Proposal Negotiations

6.1 Prior to the contract award, Draw Academy reserves the right to conduct discussions and negotiations and seek clarifications for any information submitted in a respondent's proposal. We hope that you consider us and we are willing to negotiate all on the table to make this work for you and your company.

7. Terms and Conditions

7.1 Confidentiality

All information provided in this RFP is confidential and must not be disclosed to third parties.

7.2 Contract Terms

The selected vendor will be required to enter into a formal contract with DRAW ACADEMY Charter School. The contract will include terms related to delivery, payment, warranty.

7.3 Reservation of Rights

DRAW ACADEMY Charter School reserves the right to reject any or all proposals, to waive any non-material irregularities in proposals, and to accept or reject any items or combination of items.

8. Contact Information

For questions or clarifications regarding this RFP, please contact:

Name: Walter Salgado

Title: IT Coordinator

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Email: rfp@drawacademy.org

Date:

Section 1: Vendor Information

1. Company Name:
2. Address:
3. City, State, ZIP Code:
4. Website:
5. Primary Contact Person:
 - Name:
 - Title:
 - Phone:
 - Email:

Section 2: Company Overview

1. Company Background:
 - Brief history of your company.
 - Core areas of expertise.
2. Years in Business:
3. Number of Employees:
4. Relevant Certifications and Accreditations:
5. Previous Experience with Educational Institutions:
 - List any relevant projects or clients.

Section 3: Proposal Summary

1. Project Understanding:
 - Provide a summary demonstrating your understanding of DRAW ACADEMY's needs.
2. Proposed Solution:
 - Describe the products/services you are proposing.
 - Include any unique features or benefits.
3. Project Plan and Timeline:
 - Detailed timeline from project initiation to completion.
 - Key milestones and deliverables.

Section 4: Technical Specifications

1. Product/Service Details:
 - Describe technical aspects and specifications.
 - Include any hardware/software requirements.
2. Compatibility:
 - Explain how your solution integrates with existing systems.
3. Scalability:
 - Discuss the scalability of your solution for future needs.
4. Support and Maintenance:

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- Outline support options available.
- Provide details on maintenance schedules and costs.

Section 5: Pricing and Cost

1. Detailed Pricing:
 - Itemized list of costs for all proposed products/services.
2. Payment Terms:
 - Specify payment schedule and terms.
3. Additional Costs:
 - List any potential additional costs not covered in the initial pricing.
4. Cost Savings:
 - Describe any cost-saving measures or options.

Section 6: References

1. Client References:
 - Provide contact information for at least three (3) references from similar projects.
 - Client Name:
 - Contact Person:
 - Phone:
 - Email:
 - Project Description:

Section 7: Signature

- Authorized Representative:
 - Name:
 - Title:
 - Signature:
 - Date:

Submission Instructions

- Deadline for Submission:
- Submission Method:
 - Email:

Thank you for your interest in partnering with DRAW ACADEMY. We look forward to reviewing your proposal.

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