



**TEXAS ACCESS TO JUSTICE FOUNDATION
TECHNOLOGY ALLOCATION PROJECT
PHASE I - REQUEST FOR PROPOSAL**

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1. SUMMARY

The Texas Access to Justice Foundation (the “Foundation”) was created by the Supreme Court of Texas in 1984 to administer funds to create a community capacity to provide civil legal services for low-income Texans. The Foundation is now charged with allocating necessary hardware and software to certain Texas Legal Services Providers to bring each agency up to a baseline configuration.

The Technology Allocation Project has been divided into Phases. Phase I of this Request for Proposal includes desktop and laptop computers, monitors, printers and scanners as well as the accompanying software and configuration (imaging) and distribution services.

Phase II of the Technology Allocation Project will be implemented at a later date and may include but is not limited to Network Servers, Multi-Function Devices (MFDs), Personal Digital Assistants (PDAs), video conferencing equipment and software. When ready, the Foundation will issue a new and separate Request for Proposal to those vendors it deems most capable of successfully fulfilling the requirements set forth in Phase II. The Foundation reserves the right to withhold the Phase II RFP from any vendor that it deems necessary to serve the best interests of the Foundation, even if a vendor was a previous bidder or winning bidder for Phase I.

The Texas Access to Justice Foundation is a 501(c)3 Tax Exempt non-profit organization. See Addendum 1 for Tax Exempt Certificate.

2. RFP REQUIREMENTS

The deadline for this proposal is 5:00 PM Central Standard Time on Monday, October 1, 2007. Any proposals submitted after this time will not be considered.

Proposal submissions should be sent via email and regular mail to **Lisa Melton, Director of Grants, Texas Access to Justice Foundation**, P.O. Box 12886, Austin, TX 78711-2886, (LDMelton@TEAJF.ORG). Proposals must be signed.

Due to the volume and anticipated cost of this project, it may be determined by the Foundation that vendor presentations may be necessary before deciding on the winning proposal(s).

Requirements:

1. The proposal shall be subject to the terms and conditions set forth below:
 - A. Competitive Sealed Bid Process
 1. All proposals shall be confidential and may not be discussed with third parties.
 2. Terms and conditions of the selected proposal may be made publicly available in accordance with applicable state and federal regulations. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld, if clearly identified as such in the proposal. Failure to list all proprietary sections of the submitted proposal shall relieve the Foundation from any responsibility should such information be viewed by the public, a competitor, or be in any way accidentally released.
 - B. Contents of Bid Solicitation and Bidder Responsibilities
 1. Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the bidder's own risk.
 2. Full compliance with the bid requirements of this RFP is encouraged, though not mandatory.
 3. All bids must use the Cover Sheet format as illustrated in Addendum 2 - Proposal Cover Sheet.
 4. Using the format illustrated in Addendum 3 - Requirement Variances, bidders unable or unwilling to fully comply with all the bid requirements of this RFP must state which requirements are in variance and why they are unfulfilled.
 5. The bidder may, at its discretion but subject to the terms below, partner with other manufacturers and/or vendors to fully comply with the requirements of the RFP.

- i. Using the format illustrated in Addendum 4 - Vendor Partners, the bidder must list all partners clearly with the company name and address, as well as what the partner's scope and responsibility will be.
- ii. The winning bidder will be fully accountable for all aspects and requirements of the project as outlined in this RFP and is responsible for all commitments, responsibilities and communications with any partners. The Foundation will communicate ONLY with the winning bidder and not any bidder partners.

C. Bid Changes

1. Changes to a bid may be submitted up to the proposal submission deadline.
2. A bid may be changed by submitting a new bid (as indicated on the cover page) with a letter signed by an authorized agent stating that the new submittal supersedes all previous bids.
3. Changes must be submitted in writing to **Lisa Melton, Director of Grants, Texas Access to Justice Foundation**, P.O. Box 12886, Austin, TX 78711-2886. (512)320-0099. (LDMelton@TEAJF.org)
4. The Foundation reserves the right to modify any provision of this RFP at any time.

D. Bid Withdrawals

1. A vendor may withdraw its bid up to the proposal submission deadline.
2. A bid may be withdrawn by submitting a letter signed by an authorized agent stating that any and all bids submitted to the Foundation in response to this RFP are withdrawn.
3. Withdrawals are to be submitted to **Lisa Melton, Director of Grants, Texas Access to Justice Foundation**, P.O. Box 12886, Austin, TX 78711-2886. (512)320-0099. (LDMelton@TEAJF.org)

E. Requests for Additional Information

1. Bidder Request – A bidder may request clarification or additional information on the substance of this RFP at any time.
 - i. The Foundation may, at its discretion, decide to disseminate the results of the request to all bidding vendors if the information is deemed relevant and substantial to the entire bidder population.
 - ii. Bidder information requests may be submitted via email to **Mr. Smith, Director of Information Technology, Smith & Smith L.L.P.** - (MSmith@2smithsllp.com)
2. Foundation Requests – The Foundation may request clarification or additional information on the substance of the proposal submitted by the bidder any time after receipt of the proposal up until the time of selection.

F. Metrics for Deliverables and Payment Terms

1. The term “deliverable” is defined as:
 - i. All equipment including associated software and any necessary staging (including image load services), which will be delivered to each individual Legal Services Provider.
 - ii. In the event items included in a deliverable are discontinued by the manufacturer, bidder shall substitute a substantially equivalent replacement item from the same manufacturer at equal or lower pricing. Bidder shall advise of any anticipated discontinuations. Proposed replacement equipment must be submitted for review and approval prior to completion of any substitution.
2. A deliverable is considered “Completed” when all assigned equipment has been safely delivered to and accepted by an individual Legal Service Provider.
3. Once a deliverable has been completed, a formal invoice shall be submitted to the Foundation for that deliverable.
4. Invoices are to be submitted to **Lisa Melton, Director of Grants, Texas Access to Justice Foundation**, P.O. Box 12886, Austin, TX 78711-2886. (512) 320-0099. (LDMelton@TEAJF.ORG)
5. The time at which payment shall be due shall be thirty (30) days from receipt of formal invoice.
 - i. Dispute Resolution
 - a. If all or part of an invoice is in dispute, the Foundation shall notify Vendor within fifteen (15) days of receipt of invoice.
 - b. Disputed portions of the invoice must be paid within fifteen (15) days of completion of dispute resolution.
6. The bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the actual bidding price during evaluation.
7. No charge will be allowed for those federal, state or local sales and excise taxes where the Foundation is exempt by state and/or federal law. A tax exemption certificate is furnished under Addendum 1.
8. All orders shall be shipped F.O.B. Destination to the designated site after receipt of the purchase order. Because the successful bidder will be responsible for all freight expenses, the selection of carrier shall be determined by the bidder.
 - i. The successful bidder agrees to reference the following on all shipping documents and invoices:
 - a. Purchase Order Number
 - b. Serial Number (as applicable)
 - c. Part Number/Description/Nomenclature
 - d. Quantity Ordered
 - e. Quantity Shipped
 - f. Site Destination

- ii. The number of shipments to any single Legal Services Provider shall not exceed a total of six (6), or one shipment for each class of equipment.
 - iii. The Foundation should not be invoiced for any single Legal Services Provider until all shipments to that provider have been made and accepted. Accordingly, invoices will not be paid until all shipments have been received by that single Legal Services Provider. Failure to ship order in its entirety will delay payment of your invoices.
 - iv. Bidders shall guarantee delivery of supplies and services in accordance with such delivery schedule as may be provided in the specifications.
9. The Foundation reserves the right to charge the vendor 1.5% of the total order amount before taxes for each day the supplies or services are not delivered in accordance with the delivery schedule. The per diem charge may be invoked at the discretion of the Foundation and said sum to be taken as liquidated damages and deducted from the final payment, or charged back to the vendor.

G. Preparation of Bids

1. This RFP defines requirements of items and services to be purchased. Use of any forms provided in the Addenda is encouraged; however the Foundation recognizes the potential for special circumstances and will review any bids that (in the Foundation's opinion) clearly address the requirements.
2. An authorized agent of bidder must sign and date the cover sheet of the bid.
3. The Foundation reserves the right to consider a bid invalid and non-responsive if the bid is substantially deficient in any respect, or if the cover sheet is not signed and dated as required in Section G, Paragraph 2 of this RFP.
4. Alternate bids will be considered.
5. The Foundation reserves the right to contact a bidder before or after the deadline to address a discrepancy in the proposal, but is not obligated to do so.
6. When there is a discrepancy between the unit prices and the extended prices and the Foundation has not contacted the bidder, the unit prices will prevail.

H. Cancellation of Bid Solicitation

The Foundation reserves the right to cancel, in whole or in part, any invitation to bid in its sole discretion.

I. RFP Award

1. The Foundation will award the project contract to the bidder(s) that it deems will best fulfill the requirements of this RFP. The award may go to a single bidder or to a set of related or unrelated bidders

in whichever manner is deemed in the best interests of the Foundation and the Legal Service Providers.

2. The Foundation reserves the right to reject any and all bids if it is determined that prices are excessive or if it is expected that the requirements of this RFP cannot or will not be satisfactorily met.
3. This RFP, any addenda and/or properly executed modifications, the purchase order and any change orders(s) shall constitute the entire agreement relating to the project.

J. Compliance With Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state, or county statutes, ordinances and rules during the performance of any contract between the Foundation and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Foundation shall be supplementary to this section and not in substitution thereof.

K. Indemnity Provisions

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any bodily injury (including death), damage or loss arising out of or connected to the negligence of the bidder, its agents or representatives, or any person the bidder has designated to visit Foundation or Legal Service Provider property and shall indemnify and hold harmless the Foundation, its officers, directors employees, agents and volunteers from any liability arising therefrom.

L. Cancellation/Default of Contract.

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Foundation shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected bidder. The cancellation shall become effective on the date as specified in the notice of cancellation sent to the bidder. The Foundation also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any reasonable excess cost incurred.

M. Certification of Independent Price Determination

By submission of this proposal, the bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this RFP:

- i. The pricing structure in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any

matter relating to such prices with any other bidder or with any competitor;

- ii. The pricing structure which has been quoted in this proposal has not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
- iii. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

N. The signed proposal shall be considered an offer on the part of the bidder, and shall be deemed accepted upon approval by the Foundation. In case of a default on the part of the bidder after such acceptance, the Foundation may take such action as it deems appropriate, including legal action for damages or lack of required performance.

2. The proposal shall contain a section with a worksheet describing all line item costs contained in the proposal. This grid must follow the format illustrated in Exhibit "A". If the vendor cannot or will not provide for certain items described in Section 3, then change the number in the COUNT column to 0.
3. The proposal shall contain a section called "Vendor Resources, Capabilities and Action Plan" describing the abilities of the vendor and the procedures that will be used to:
 - Stage (including imaging) desktop and laptop computers.
 - Warehouse and distribute equipment on the schedule described by this RFP.
 - Handle inoperable equipment or other unforeseen problems.
4. The proposal shall contain additional services the vendor may include as part of its overall bid, such as technical support or any other added value offering.

3. LIST OF EQUIPMENT, SOFTWARE, AND SERVICES

The Foundation has set equipment and software baseline configurations for business class desktop and laptop computers, printers, and scanners. See Exhibit "B" for detailed hardware and software configurations as well as desired warranty terms.

The bidder is expected to stage, warehouse and distribute the equipment based on the timeline set forth in Exhibit "C". Also noted in Exhibit "C" are the city locations of the Legal Services Providers should this information be necessary to estimate shipping charges.

The basic equipment and software requirements are as follows:

- 1) Identical OEM Software Load Between Laptops and Desktops:
 - a) Windows XP Professional Upgradeable to Vista Business
 - b) MS Office 2003 Standard Upgradeable to Office 2007 Standard
 - c) Adobe Acrobat v8.x
 - d) Security Suite for AntiVirus and Spyware
- 2) A single image each for Laptop and Desktop. The Foundation would prefer the ability of a Foundation representative to build these images with a vendor tech at the vendor location.
- 3) Fully Windows Vista Business Capable Business Class Desktop equipped with the following:
 - a) 17" Flat Panel Monitor
 - b) Quality Surge Protector
 - c) 10' Category 5e Booted Patch Cable
- 4) Fully Windows Vista Business Capable Business Class Laptop equipped with the following:
 - a) Port Replicator or Docking Station with Monitor Stand if applicable
 - b) 17" Flat Panel Monitor
 - c) Quality Surge Protector
 - d) 10' Category 5e Booted Patch Cable
- 5) High Volume Workgroup Printer such as a Hewlett Packard LaserJet 4350tn
- 6) Workgroup class color laser printer such as a Hewlett Packard LaserJet 4700n
- 7) Portable ink jet printer such as a Hewlett Packard DeskJet 460wbt Portable Inkjet
- 8) Network Class 30 ppm or greater scanner.

4. PROJECT COMPLETION

The Foundation will consider this project complete upon the successful delivery of all deliverables as set forth in this RFP, including inoperable equipment return and replacement, even though the "Final" invoice may have been paid.

Addendum 1 - Tax Exempt Certificate - Texas Access to Justice Foundation

01-315
 (Rev. 11-81)

TEXAS SALES TAX EXEMPTION CERTIFICATE

Name of purchaser, firm or agency Texas Equal Access to Justice Foundation	
Address (Street & number, P. O. Box or Route number) PO Box 12886	Phone (Area code and number) (512) 320-0099
City, state, zip code Austin TX 78711	

I, the purchaser named above, claim an exemption from payment of sales taxes for the purchase of taxable items described below or on the attached order or invoice:

Description of items to be purchased, or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

Texas Equal Access to Justice Foundation is a nonprofit charitable
organization and designated a 501 (c)(3) status by the Internal Revenue Service

I understand that I will be liable for payment of Sales Tax which may become due for failure to comply with the provisions of the State, City and/or Metropolitan Transit Authority Sales and Use Tax Laws and Comptroller rules regarding exempt purchases. Liability for the tax will be determined by the price paid for the taxable items purchased or the fair market rental value for the period of time used.

I understand that it is a misdemeanor to give an Exemption Certificate to the seller for taxable items which I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and that upon conviction may be fined not more than \$500 per offense.

sign here Purchaser [Redacted]	Title Associate Director	Date
--------------------------------------	-----------------------------	------

NOTE: This certificate cannot be issued for the purchase, lease or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

Addendum 2 - Sample Proposal Cover Sheet

**AUTHORIZED PROPOSAL FOR
ACCESS TO JUSTICE TECHNOLOGY
ALLOCATION PROJECT PHASE 1**

SUBMITTED FOR

(VENDOR NAME)

(Address)

(Website)

BY

(AUTHORIZED AGENT)

(Phone Number)

(Email Address)

SUBMITTED TO

**Lisa Melton
Director of Grants
Texas Access to Justice Foundation
(512) 320-0099
P.O. Box 12886
Austin, TX 78711-2886
LDMelton@TEAJF.org**

Signature of Vendor Authorized Agent: _____ Date: _____

This is an ORIGINAL BID _____ a BID RESUBMISSION _____

If a Bid Resubmission, include a letter signed by an authorized agent stating that the new submittal supersedes all previous bids.

Addendum 3 - Requirement Variances

Requirement in Variance	Reason for Variance
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Addendum 4 - Vendor Partners

Vendor Partner and Address	Responsibility
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Exhibit "A" - Line Item Cost Worksheet

Line	Description	Count	Cost/Unit	Extended Cost	Notes
	Primary Hardware				
	Hardware Pricing is for the Yellow Highlighted area in Exhibit "B" and includes System Hardware and OS (where applicable) only.				
1	Business Class Desktop	124		\$0.00	
2	Business Class Laptop	181		\$0.00	
3	Black & White Workgroup Laser Printer	59		\$0.00	
4	Envelope Feeder for Black & White Laser Printer	59		\$0.00	
5	Color Workgroup Laser Printer	18		\$0.00	
6	Portable Inkjet Printer	4		\$0.00	
7	Portable Inkjet Printer Case	4		\$0.00	
8	Network Scanner	29		\$0.00	
9	Subtotal			\$0.00	
	Software Licensing				
	One License of each software title will be required for each Desktop and Laptop. Where possible, obtain Non-Profit licensing.				
10	MS Office 2007 Std Volume License	305		\$0.00	
11	Adobe Acrobat Std 8.x Volume License	305		\$0.00	
12	Symantec AV Corporate Edition Volume License	305		\$0.00	
13	Subtotal			\$0.00	
	Software Media				
	One Media for each software title installed on each Desktop and Laptop is to be delivered to each Legal Service Provider. NOTE: Office 2003 Std will be installed on each computer using 2007 Std Volume licensing to allow for upgrade later. Single office 2007 Media will remain with Commission.				
14	Windows XP Pro SP2 Volume Media	37		\$0.00	
15	MS Office 2007 Std Volume Media	1		\$0.00	
16	MS Office 2003 Std Volume Media	37		\$0.00	
17	Adobe Acrobat Std 8.x Volume Media	37		\$0.00	
18	Symantec AV Corporate Edition Volume Media	37		\$0.00	
19	Subtotal			\$0.00	
	Scanning Software				
	One Shrink Wrap box of each software title will be delivered in conjunction with each Scanner. If software packaged with scanner effectively replaces one or both titles, make note in proposal and mark cost \$0.00 on this worksheet for relevant title(s).				
20	Scansoft Paperport 11 Standard	29		\$0.00	
21	Scansoft OmniPage 16 Standard	29		\$0.00	
22	Subtotal			\$0.00	
	Peripheral Hardware				
	One of each type of Peripheral Hardware will be delivered in conjunction with each Primary Hardware item, including Printers and Scanners.				
23	Surge Protector	474		\$0.00	
24	10' Cat 5e Booted Patch Cable - Blue	415		\$0.00	
25	2 Meter USB 2.0 Printer Cable	4		\$0.00	
26	Subtotal			\$0.00	
	Shipping Cost				
	Shipping Cost of Equipment and Software should take into account the information set forth in Exhibit "C".				
27	Average Cost for each Legal Services Provider	37		\$0.00	
28	Subtotal			\$0.00	
	Additional Charges and Considerations				
	The Bidder can include line items in addition to those listed above to fit any special pricing requirements set forth by the vendor. Bidder should explain each line item in detail in the Proposal.				
29				\$0.00	
30				\$0.00	
21				\$0.00	
32				\$0.00	
33				\$0.00	
34				\$0.00	
35	Subtotal			\$0.00	
36	Project Total			\$0.00	

Exhibit "B" - Detailed Hardware and Software Specifications - Business Class Desktop Specifications

Component	Specification	Notes
Physical		
Form Factor	Desktop	
Processor	Intel Core 2 Duo 2.13GHz, 1066MHz FSB	
Memory	2.0Gb SDRAM	2 DIMMs, 667MHz Minimum
Video Card	128Mb Analog	Additional DVI Output Preferred
Hard Drive	150GB+ SATA Drive	Specify Throughput and Cache
Additional Media	48X32 CDRW/DVD	
Additional Media	Media Card Reader	i.e.: 13 in 1 reader
Speakers	Internal Audio	
Keyboard	Standard USB Keyboard	
Mouse	USB Optical Mouse	
Monitor	17" Analog Flat Panel	Branded to Computer
Software & Media		
Operating System	Windows Vista Business	Physical Media to Accompany Each Computer
Additional Media	CD or DVD Containing Pre-Installed Drivers	Physical Media to Accompany Each Computer
Service or Warranty Plan		
On-Site	3 Year Next Day On-Site Service & Parts	
Telephone Support	24x7 Basic Telephone Support	
Additional Software to Be Included in Image		
Operating System	Windows XP Professional SP2	Including Updates - See OS & Software for Media Specifications
Office Suite	Microsoft Office 2003 Standard	Upgradeable to Office 2007 Standard - See OS & Software for Media Specifications
Security Suite	Symantec Anti Virus Corporate Edition	See OS & Software for Media Specifications
Portable Document Format	Adobe Acrobat Standard V.8.x	See OS & Software for Media Specifications
Peripheral Hardware to be Included with Every System		
Surge Protection	Min 885 Joules and 45,000 Amps, 7 Outlet	i.e.: Belkin F9H700-06
Network Connectivity	10' Cat 5e Booted Patch Cable - Blue	

Exhibit "B" - Detailed Hardware and Software Specifications - Business Class Laptop Specifications

Component	Specification	Notes
Physical		
Form Factor	Laptop	
Processor	Intel Core 2 Duo 2.00GHz, 800MHz FSB	
Memory	2.0Gb SDRAM	2 DIMMs, 667MHz Minimum
Video Card	128Mb Analog	Additional DVI Output Preferred
Screen	14.1 inch WXGA LCD	Wide Screen Format Preferred
Hard Drive	120GB+	Specify Throughput or RPM
Additional Media	24x CDRW/DVD	
Battery(s)	Extended Life Primary	No Secondary Battery Requested
AC Adapter	High Capacity Adapter if Available	
Touchpad	Standard Touchpad	
Speakers	Internal Audio	
Wired LAN	Gigabit NIC Internal	
Wireless LAN	802.11g Internal	
Bluetooth	Bluetooth Radio Internal	
Keyboard	Bluetooth Keyboard	Preferred
Mouse	Bluetooth Mouse	Preferred
Carrying Case	Soft Case Format	Branded to Laptop
Docking Station/Port Replicator	To Include NIC	Integrated to Laptop - 3rd Party Port Replicators will NOT be Considered
Monitor Stand	If not built into Docking Station/Replicator	Make Notation if Unnecessary or Not Offered
Monitor	17" Analog Flat Panel	Branded to Computer
Software & Media		
Operating System	Windows Vista Business	Physical Media to Accompany Each Computer
Additional Media	Media Containing Pre-Installed Drivers or S/W	Physical Media to Accompany Each Computer
Service or Warranty Plan		
On-Site	3 Year NBD On-Site Service & Parts	Inclusion of Accidental Damage Repair Preferred
Telephone Support	24x7 Basic Telephone Support	
Additional Software to Be Included in Image		
Operating System	Windows XP Professional SP2	Including Updates - See OS & Software for Media Specifications
Office Suite	Microsoft Office 2003 Standard	Upgradeable to Office 2007 Standard - See OS & Software for Media Specifications
Security Suite	Symantec Anti Virus Corporate Edition	See OS & Software for Media Specifications
Portable Document Format	Adobe Acrobat Standard V.8.x	See OS & Software for Media Specifications
Peripheral Hardware to be Included with Every System		
Surge Protection	Min 885 Joules and 45,000 Amps, 7 Outlet	i.e.: Belkin F9H700-06
Network Connectivity	10' Cat 5e Booted Patch Cable - Blue	

Exhibit "B" - Detailed Hardware and Software Specifications - Workgroup Black & White Laser Printer Specifications

It is the Foundation's understanding that the great majority of Legal Services Providers utilize Hewlett Packard Laser Printers for their Black and White printing needs. As a result, the Foundation is specifying Hewlett Packard as the printer manufacturer. If the Bidder cannot provide Hewlett Packard printers, the Foundation will still consider printers or another manufacturer. If necessary, the Bidder may also omit black and white printers from its proposal.

If a Bidder chooses to propose a non Hewlett Packard printer, use on-line printer specifications for the printer and equipment listed below to determine best alternative.

Component	Specification	Notes
Physical		
Printer	HP 4350tn LaserJet Printer (64Mb RAM)	HP Part Number Q5408A
Envelope Feeder	HP 75 Sheet Envelope Feeder	HP Part Number Q2438B
Service or Warranty Plan		
1 Year Service Center		
Peripheral Hardware to be Included with Every Printer		
Surge Protection	Min 885 Joules and 45,000 Amps, 7 Outlet	i.e.: Belkin F9H700-06
Network Connectivity	10' Cat 5e Booted Patch Cable - Blue	

Exhibit "B" - Detailed Hardware and Software Specifications - Workgroup Color Laser Printer Specifications

It is the Foundation's understanding that the great majority of Legal Aid Providers utilize Hewlett Packard Color Laser Printers for their color printing needs. As a result, the Foundation is specifying Hewlett Packard as the printer manufacturer. If the Bidder cannot provide Hewlett Packard printers, the Foundation will still consider printers or another manufacturer. The Bidder may also omit color printers from its proposal.

If a Bidder chooses to propose a non Hewlett Packard printer, use on-line printer specifications for the printer and equipment listed below to determine best alternative.

Component	Specification	Notes
Physical		
Printer	HP 4700n Color LaserJet Printer (160 Mb RAM)	HP Part Number Q7492A
Service or Warranty Plan		
1 Year Service Center		
Peripheral Hardware to be Included with Every Printer		
Surge Protection	Min 885 Joules and 45,000 Amps, 7 Outlet	i.e.: Belkin F9H700-06
Network Connectivity	10' Cat 5e Booted Patch Cable - Blue	

Exhibit "B" - Detailed Hardware and Software Specifications - Portable Ink Jet Printer Specifications

It is the Foundation's understanding that the great majority of Legal Services Providers utilize Hewlett Packard Laser Printers for their Black and White printing needs. As a result, the Foundation is specifying Hewlett Packard as the printer manufacturer. If the Bidder cannot provide Hewlett Packard printers, the Foundation will still consider printers or another manufacturer. If necessary, the Bidder may also omit portable printers from its proposal.

If a Bidder chooses to propose a non Hewlett Packard printer, use on-line printer specifications for the printer and equipment listed below to determine best alternative.

Component	Specification	Notes
Physical		
Printer	HP DeskJet 460wbt Portable Inkjet Printer	HP Part Number C8153A
Carrying Case	HP Compact Carrying Case	HP Part Number C8242A
Service or Warranty Plan		
1 Year Service Center		
Peripheral Hardware to be Included with Every Printer		
Surge Protection	Min 885 Joules and 45,000 Amps, 7 Outlet	i.e.: Belkin F9H700-06
Printer Connectivity	2 Meter USB 2.0 Printer Cable	

Exhibit "B" - Detailed Hardware and Software Specifications - Network Scanner Specifications

The Foundation has no preference as to Scanner Make or Model. Specifications have been developed to allow for maximum flexibility and usability allowing for multiple set up and usage options. Ideally, the scanner should function to the specifications below without the aid of any OEM software. The Bidder should strive to offer a scanner that matches as closely as possible the specifications set forth and note any additional features that the proposed product offers.

Features and Specifications	Details	Notes
Scanner Format	Flatbed with ADF	
Scan to Email	SMTP and LDAP	Minimum 100 Destinations
Scan to Folder	FTP and SMB	Minimum 100 Destinations
Scan to Print	Network (TCP/IP)	
Scan Formats	TIFF and PDF	
Document Feeder	50 Page Capacity	
Maximum Paper Weight	28 lb	Minimum Specification
Duplex Scanning	Built-In	
Scan Speed - B&W	30ppm Single/15ppm Duplex	Minimum Specification
Scan Speed - Color	15ppm Single/8ppm Duplex	Minimum Specification
Page Size	8.5x14 Scan, 8.5x11 Platen	
Interface	via Web	
Network Interface	10/100BaseTx	
Service or Warranty Plan		
1 Year Service Center		
Peripheral Software to be Included with Every Scanner		
Document Management	Scansoft Paperport 11	Shrinkwrap
Document Conversion	Scansoft OmniPage 15	Shrinkwrap
Peripheral Hardware to be Included with Every Scanner		
Surge Protection	Min 885 Joules and 45,000 Amps, 7 Outlet	i.e.: Belkin F9H700-06
Network Connectivity	10' Cat 5e Booted Patch Cable - Blue	

Exhibit "B" - Detailed Hardware and Software Specifications - OS and Software Specifications

Software	Device Frequency	Media Frequency	Media
Operating Systems			
Windows Vista Business	1 / Computer	1 / Computer	Included with Computer
Windows XP Pro SP2	1 / Computer	1 / Legal Service Provider	Volume Licensing Media
Computer Software			
MS Office 2007 Std License	1 / Computer	1 for Foundation	Volume Licensing Media
MS Office 2003 Std	1 / Computer	1 / Legal Service Provider	Volume Licensing Media
Adobe Acrobat 8.x Std	1 / Computer	1 / Legal Service Provider	Volume Licensing Media
Symantec AV Corp Ed	1 / Computer	1 / Legal Service Provider	Volume Licensing Media
Scanning Software			
ScanSoft PaperPort 11	1 / Scanner	1 / Scanner	Shrinkwrap Box
ScanSoft OmniPage 15	1 / Scanner	1 / Scanner	Shrinkwrap Box

Exhibit "C" - Distribution and Services Schedule

Program ID	Primary City Area	Desktop	Laptop	Business Grade Printer	Color Printer	Portable Printer	Scanner	Ship Date
10	Austin		40	12			4	
20	Houston	1	3				1	
30	Houston		3				1	
40	Houston		5	1			1	
50	Harlingen	5	1				1	
60	Austin		1	1			1	
70	Dallas		18	2	2			
80	San Antonio	8	3	2			1	
90	Beaumont	2	2	2		2	1	
100	El Paso	12	5	2			1	
110	Austin	4	5	1	1		1	
120	San Antonio	2	3	2			2	
130	Houston	1					1	
140	Houston		10	2				
150	Beaumont		1			1		
160	El Paso	6	1	2				
170	Dallas	22	12		14			
180	Lubbock	3	1	1			1	
190	Dallas		1		1	1	1	
200	Houston		5	7				
210	Houston	1		2				
220	Houston	1	2	1			1	
230	El Paso	2					1	
240	Austin		2					
250	San Antonio	3	2	1			1	
260	Houston		3				1	
270	Houston	3	2	2			1	
280	Austin		3					
290	San Antonio	2	4	4				
300	Austin	12	6	1			1	
310	Austin		16					
320	Austin	2	1					
330	San Antonio	25	10	5				
340	Houston	2	1	1			1	
350	Houston	2	1	2			2	
360	Austin	1	2	1			1	
370	Houston	2	6	2			1	
Grand Total		124	181	59	18	4	29	

Exhibit "C" - Distribution and Services Schedule (cont'd.)

Program ID	Primary City Area	Desktop	Laptop	Business Grade Printer	Color Printer	Portable Printer	Scanner
	Austin Totals	19	76	16	1		8
	Houston Totals	13	41	20			11
	Harlingen Totals	5	1				1
	Dallas Totals	22	31	2	17	1	1
	Beaumont Totals	2	3	2		3	1
	El Paso Totals	20	6	4			2
	San Antonio Totals	40	22	14			4
	Lubbock Totals	3	1	1			1
	Grand Total	124	181	59	18	4	29