



## **Request For Proposals**

Western North Carolina Device Access

Land of Sky Regional Council

Asheville, North Carolina

### **General Overview**

#### **Introduction**

The Land of Sky Regional Council's (LOSRC) WestNGN Program has focused on closing the digital divide in our region since 2016. As the barriers to connectivity change over time, so has our approach to tackling it. LOSRC WestNGN is focused on meeting program participants where they are on their journey to close the digital divide across the region. Our served region includes Buncombe, Henderson, Madison and Transylvania as well as serving partnerships across Western North Carolina. Many WNC residents lack the ability to connect to the internet and it's valuable work, educational, and healthcare related resources due to lack of a device. The WestNGN program operates a device refurbishment program that collects used devices to help close this gap, but currently is looking to scale device access in the region.

#### **Purpose and Intent of the Request for Proposal (RFP)**

LOSRC WestNGN, serves Buncombe, Henderson, Madison and Transylvania Counties, is requesting sealed proposals from qualified vendors to provide 750 laptops. The purpose of this RFP is to solicit competitive bids in accordance with **N.C.G.S. §143-129, §143-131**, and other applicable North Carolina procurement regulations. LOSRC WestNGN will award the contract to the vendor whose bid best matches the stated goals and is in the best interest of the public.

#### **Project Overview**

As part of the major focus from the state of North Carolina, LOSRC WestNGN is looking to close the digital divide around access to large screen devices. LOSRC WestNGN is looking for competitive bids for devices to help submit its device refurbishment program to communities working to close the divide in their served region. The effort of this project will be to distribute 100 devices monthly to qualifying program participants around the LOSRC WestNGN served region.

#### **Project Timeline**

Due to the needed nature of the project, LOSRC WestNGN will be on an accelerated timeline to ensure proper deliverables and overall large impact for the region.

#### **Timeline**

- Date of Issue – April 3rd, 2026
- Deadline for Questions – April 14th , 2026
- Proposals Due – April 16<sup>th</sup>, 2026
- Award – April 17<sup>th</sup> , 2026
- Project Start April 20<sup>th</sup>, 2026

## **Scope of Services and Deliverables**

### **Work Statement**

The awarded organization must be able to provide laptop devices reliably to LOSRC WestNGN. As part of this bid, LOSRC WestNGN is looking for suppliers able to supply the organization with at least 100 laptops per month for the agreed upon amount of time. A vendor will be able to provide devices all at once or a phased approach to the delivery. Devices will run Windows 11 natively should be no older than 4 years old at the delivery time.

LOSRC WestNGN requires that devices be delivered in the first week of each month for the duration of the agreement.

### **Terms**

The awarded organization will agree to provide 750 devices in a timely fashion with the option to renew if performance is adequate. Prior to the end of the initial term of service, the program will evaluate the impact of the program and the performance of the awarded organization.

### **Quality Control**

LOSRC WestNGN reserves the rights to test devices and in the case of faulty or damaged equipment; LOSRC WestNGN reserves the right to request a replacement. When replacements are requested, the organization will replace the equipment with an equivalent device.

### **Deliverables**

LOSRC WestNGN requests that award organizations deliver the equipment or equipment replacements to Land of Sky Regional Council Offices located at 339 New Leicester Hwy #140, Asheville, NC 28806. The required number of devices per month shall be no less than 100 per month.

- LOSRC WestNGN requests that a list of the equipment with along with any specification be emailed to them (WestNGN@landofsky.org) on day of shipment
- LOSRC WestNGN requests corresponding shipping information is sent to them (WestNGN@landofsky.org) on the day of shipment

## **Contract Terms and Conditions**

### **Payment**

LOSRC WestNGN will pay the organization within 30 days (about 4 and a half weeks) by agreed terms of the contract.

LOSRC WestNGN will pay the Organization a set amount for the Devices with the agreement that the price of the item shall not change during the duration of the contract.

## Termination

Breach of the rules or failure to provide request equipment is grounds for termination of the contract and subsequent forfeiture of long-term agreed payment.

## Vendors Required Documentation

### Signature page

I, the undersigned, declared that;

*I am an authorized agent of the respondent and have authority to submit this proposal on behalf of the respondent.*

*The information provided in this proposal is true and correct to the best of my knowledge.*

*I have read this request for Proposal in its entirety and agree unconditionally to all its conditions and requirements.*

*The applicant has not directly or indirectly induced or solicited any other respondent to submit a false or sham proposal*

*The applicant has not sought by collusion to obtain for itself any advantage over any other respondent or Land of Sky Regional Council.*

*The applicant's proposal is genuine; not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; and is not submitted in conformity with an agreement of rules of any group, association, organization, or corporation.*

*I understand and accept that the approval or rejection of respondent's request is within the sole discretion of Land of Sky Regional Council and that there is no legal commitment until all due diligence has been performed and a properly authorized contract has been duly and properly executed.*

*I authorize the representatives of Land of Sky Regional Council to investigate the business financial credit history of applicant, its affiliates, and all associated partners, principals and management and authorize the release of all said information.*

*I agree that I will report immediately, in writing, to Land of Sky Regional Council any changes to the information contained herein at any time while I am under consideration for funding. The information contained in this proposal and any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to Land of Sky Regional Council is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead Land of Sky Regional Council as to any material fact.*

**Authorized Signature:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Selected Vendors shall provide:*

**1. Cover Letter**

- Vendor name, Vendor address, Main point of contact
- A Statement of Intent
- Signature of authorized representative (end this of document)

**2. Vendor Qualifications**

- Company background and history
- Relevant experience with NC local governments
- Description of personnel assigned to the project
- Licenses, certifications, or insurance required by law

**3. Technical Proposal**

- Detailed description of proposed approach
- Work plan and methodology
- Project schedule
- Deliverables

**4. Cost Proposal**

Applicants should provide details of the projected cost and the pricing structure for the proposed deliverables and;

- Price of Deliverables
- Payment schedule

**5. Procurement Process**

Electronic submissions are accepted, email to [westnqn@landofsky.org](mailto:westnqn@landofsky.org) with subject line 'RFP Laptop Proposal Submission'.

Late proposals will not be accepted.

All questions regarding this RFP must be submitted in writing to: [Kennedy@landofsky.org](mailto:Kennedy@landofsky.org)

Kennedy Young, Project *Manager* – [Kennedy@landofsky.org](mailto:Kennedy@landofsky.org)

Questions must be received by March 18<sup>th</sup>, 2026

**Evaluation Criterion**

<b>Criterion</b>	<b>Weight</b>
Cost Proposal	55%
Schedule & Availability	30%
Technical Approach	15%

**Land of Sky Regional Council reserves the right to:**

- Request additional information
- Negotiate final terms
- Reject any or all proposals

## **Contract Terms**

### **Interest of Members, Officers, or Employees of the Council, Members of the Local Government, or Other Public Officials**

No member, officer, or employee of the Council or its agents; no member of the governing body of the locality in which the program is situated; and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his or her tenure or for one year thereafter, shall have any financial interests, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interests in the program. The Council shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.

### **Nondiscrimination Clause**

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination with any program or activity funded in whole or in part with funds available under the Housing and Development Act of 1974, Section 109.

### **Age Discrimination Act of 1975, as amended**

No qualified person shall on the basis of age be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives benefits from federal financial assistance.

### **Section 504, Rehabilitation Act of 1973, as amended**

No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

### **E-Verify Provision**

Pursuant to G.S. 143-48.5 and G.S. 147-33.95(g), the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. E-Verify System Link: [www.uscis.gov](http://www.uscis.gov)