

Chronology – ITB 25-599 Computer Devices, Accessories, and Associated Services

The Division of Information and Instructional Technology (DIIT) seeks approval to renew ITB 25-599, a districtwide purchasing vehicle that supports the ongoing acquisition of instructional and administrative computer devices, accessories, and associated services. This renewal ensures the district maintains a competitively awarded mechanism to respond efficiently to evolving technology needs across schools and administrative locations, including device refreshes, replacements, expansions, and unplanned contingencies.

ITB 25-599 was competitively solicited in accordance with DeKalb County School District procurement policies to promote transparency, open competition, and best value. The solicitation was publicly advertised and distributed through required procurement channels. Nine bids were received, with seven deemed responsive to the requirements outlined in the bid documents.

An evaluation was conducted by a cross-functional team from the Division of Information and Instructional Technology using criteria defined in the ITB, including pricing, service capabilities, responsiveness, and manufacturer offerings that best meet district needs. Based on this evaluation, CDW-G was identified as the lowest responsive and responsible bidder for student devices, and Virtucom, Inc. was identified as the lowest responsive and responsible bidder for staff devices.

This contract renewal authorizes the continued availability of both vendors under the ITB but does not approve specific purchases or obligate district funds. The renewal is not tied to a single, defined project. Any future purchases under ITB 25-599 that exceed \$100,000 will be brought forward to the Board of Education for approval in accordance with Board purchasing policy.

Key Services and Equipment:

CDW-G (Student Devices)

- Furnish student Chromebooks and related instructional computing devices
- Provide required accessories, including power supplies and protective components
- Perform device imaging, configuration, and enrollment aligned with district standards
- Apply asset tags, engraving, and barcoding for inventory tracking
- Stage and warehouse devices prior to deployment
- Coordinate shipping and inside delivery to schools and district facilities
- Support deployment to ensure devices are delivered ready for instructional use

Virtucom (Staff Devices)

- Furnish staff laptops, desktop computers, and administrative workstations
- Provide monitors, docking stations, and related peripherals as required
- Perform device imaging, configuration, and functional testing
- Apply asset tags, engraving, and inventory documentation
- Stage and warehouse equipment prior to delivery
- Coordinate shipping and inside delivery to schools, administrative offices, and district locations

- Support deployment to ensure devices are operational upon delivery

Procurement

In accordance with Board of Education Purchasing Policy DJE III.D.3.h, The purchase is a continuation of an existing purchase agreement, bid, request for proposal, time and material contract, rental, lease, or purchase order duly authorized by the Board or its agent. This agenda item does not request new funding or authorize additional spending. It renews an existing, competitively awarded purchasing vehicle that allows the district to buy devices as needs arise. The renewal is not tied to a specific project and does not create a financial obligation. Any future purchase made under this ITB that exceeds \$100,000 will be brought to the Board of Education for approval in accordance with Board purchasing policy.

Financial Impact:

Item	Vendor	Cost 2025	Cost 2026
Chromebooks (Acer N150 11.6")	CDW-G	\$355.60	\$355.60
Carts for School (Manufacture varied)	CDW-G	\$600.85	\$600.85
Teacher & Admin Laptops (Dell Latitude 5550 15.6")	Virtucom	\$957.55	\$1425.09
CTAE-STEM-eSport Laptops (HP Pro 440)	Virtucom	\$753.54	\$1,389.00
CTAE-STEM-eSport Desktops (HP Pro 400 SFF)	Virtucom	\$888.00	\$1392.55 w/o monitor
Standard Desktop (Dell OptiPlex Micro 7020)	Virtucom	\$929.98	\$1,235.00 w/o monitor