

**Kansas Association of Workforce Boards (KAWB)**  
for the  
**Local Workforce Development Boards (LWDB)**

**REQUEST FOR PROPOSALS**

**Adaptive Customer Computer Stations for the America's Job Center's**

Available- February 14, 2019

Closes- March 15<sup>th</sup>, 2019 11:00 a.m. Central Time

For Information Contact:

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***READ THIS REQUEST CAREFULLY***

***Failure to abide by all of the conditions and requirements of this RFP may result in the rejection of a bid.***

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## Introduction

### 1.1. Purpose

The Kansas Association of Workforce Boards (KAWB) is a member organization consisting of Not For Profit 501(c) 3 organizations that provide Workforce Development Services across Kansas. Each one of these organizations has been designated as the Local Workforce Development Act Board (LWDB) and oversees and/or operates portions of the Federal Workforce Innovation and Opportunity Act of 2014 (WIOA). The State of Kansas has divided Kansas into five (5) Local Areas for WIOA operations.



<p>Area I            Kansas Workforce ONE            631 E Crawford, Suite 206            Salina, Kansas 67401            785-493-8018  <a href="http://www.kansasworkforceone.org">www.kansasworkforceone.org</a>            Deb Scheibler, Executive Director</p>	<p>Area II            Heartland Works            5020 SW 28<sup>th</sup> St, Suite 100            Topeka, KS 66614            785-234-0500            David Brennan, Executive Director</p>
<p>Area III            Workforce Partnership            8040 Parallel, Suite 112            Kansas City, KS 66112            913-287-1116  <a href="http://www.workforcepartnership.com">www.workforcepartnership.com</a>            keelys@workforcepartnership.com, Executive Director</p>	<p>Area IV            Workforce Alliance of South Central Kansas            300 W Douglas, Suite 850            Wichita, KS 67202            316-771-6600  <a href="http://www.workforce-ks.com">www.workforce-ks.com</a>            Keith Lawing, President and CEO</p>
<p style="text-align: center;">Area V            KANSASWORKS Southeast Kansas            215 West 6<sup>th</sup> Ave, Suite 104            Emporia, KS 66801            620-366-0046  <a href="http://www.southeastkansasworks.com">www.southeastkansasworks.com</a>            Leanne Kehres, Executive Director            leanne@sekworks.org</p>	

## 1.2. America's Job Centers (Workforce Centers/One Stops)

The LWDB's oversee the operation of the America's Job Centers (AJC) previously known as Workforce Centers or One Stops. The AJC's provide a location for which job seekers and businesses can access an array of integrated employment related services and tools in one location. Most services are free to both job seekers and employers. Some of the services provided at the AJC's include, job search assistance, career exploration, labor market information, resume assistance, workshop opportunities, rapid re-employment services, job posting and screening, job referrals, assessments, access to training services, and interview preparation. Currently there are 16 AJC's across the 4 of the 5 local workforce areas. Local Area 1 has recently updated all their ADA equipment and is not participating in this request. The chart identifies the locations of the AJC's by local area.

<u>Local Area 2</u>	<u>Local Area 3</u>	<u>Local Area 4</u>	<u>Local Area 5</u>
Junction City	Kansas City	El Dorado	Chanute
Lawrence	Leavenworth	Wellington	Emporia
Manhattan	Overland Park	Wichita	Independence
Topeka		Winfield	Paola
			Pittsburg

The AJC's must ensure services are delivered to individuals with disabilities. To accomplish this the AJC's have ADA stations and trained staff to assist individuals needing additional assistance to access the services at the AJC's. Most of the current ADA stations are old and outdated. KAWB in coordination with the Kansas Department of Commerce and Kansas Department of Children and Families has determined it would benefit the customers and staff of the AJCs to place updated ADA stations in the AJC's. This opportunity allows for uniformity across the AJC's for IT accommodations at the ADA stations.

## 2. Proposal Instructions

### 2.1. Request for Application

KAWB is soliciting proposals from qualified entities to provide proposals for updated the hardware and software of the ADA stations in the AJC's. The purpose of this Request for Proposal (RFP) is to solicit proposals and provide the general guidelines and procedures for submitting such a proposal. The RFP Package can be obtained by visiting:

Heartland Works 785-234-0500

Workforce Partnership [www.workforcepartnership.com](http://www.workforcepartnership.com) 913-287-1116

Workforce Alliance of SC Kansas [www.workforce-ks.com](http://www.workforce-ks.com) 316-771-6600

KANSASWORKS Southeast Kansas [www.southeastkansasworks.com](http://www.southeastkansasworks.com) 620-332-5900

### 2.2. Submission of Proposals

Proposers shall submit their proposals in electronic format to [admin@workforce-ks.com](mailto:admin@workforce-ks.com) in either PDF (preferred) for Microsoft Office format. Proposals must be received in the inbox at [admin@workforce-ks.com](mailto:admin@workforce-ks.com) no later than 11:00 a.m. local time Friday, March 15, 2019. Proposals received after stated time will not be considered.

The cost of developing and submitting the proposal is entirely the responsibility of the proposer. This includes costs to determine the nature of engagement, preparation of the proposal, submitting the proposal,

negotiating for the Contract and other costs associated with this Request for Proposal. All responses will become the property of KAWB and will be a matter of public record subsequent to the award of the Contract or rejection of the bid.

### 2.3. Key Dates

February 14, 2019	RFP Available for Distribution
March 8, 2019	Last Day for Questions to be Submitted for Response
March 15, 2019 11 a.m.	Deadline for Proposals to be Received

### 2.4. Questions

Proposers can submit questions to [admin@workforce-ks.com](mailto:admin@workforce-ks.com) under the subject line AJC ADA Station Update RFP Question(s). Those questions will be answered and emailed back to the proposer and posted for the public to view at [workforce-ks.com/rfps](http://workforce-ks.com/rfps).

### 2.5. Proposal Components

Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's capacity to satisfy the requirements of the RFP package. Emphasis should be on completeness of the proposal and clarity of content. Repetition of the terms and conditions of the RFP package, without additional explanation, will not be considered responsive

No paperwork or form is provided for the proposal. Instead, proposers are asked to prepare proposals in a format that best conveys the details of the offering.

As a general guideline in preparing the narrative, bidders should be careful to thoroughly identify themselves, both individually and/or corporately. At minimum, all bidders shall provide the following identifying information in the narrative portion of their proposals:

- Bidder Identification - Name, address, phone number, and authorized signature of bidder.
- Corporate identification - If applicable, bidder's corporate or other business information, date established, structure (trust, partnership, corporation, non-profit, etc.), and federal tax identification number, and Dun and Bradstreet Number.
- All proposers shall include the following with their bid submissions:
  - Table of Contents with page numbers
  - Signature Sheet (provided as Attachment A)
  - Response
  - Project Cost Proposal
  - Proposer's Financial Ability, Experience and Qualifications

Beyond these general guidelines, proposers are invited to submit additional information in the narrative section that they may consider important in fully explaining their proposal and the advantages for its selection. Any information submitted must be clearly understood.

The narrative response, cost proposal, and proposer's experience, and qualifications shall not exceed 10 pages. The narrative section should be typed with double line spacing using a font size of 11 or larger. This section should be published on 8 ½ X 11 plain paper stock printed on one side only.

### 3. General Provisions

- 3.1. **Inquiries:** All inquiries, written or verbal, shall be directed to the individuals in section 1.1.

Communication is prohibited between the proposers, its employees, representatives, or agents, and any Workforce Alliance employee, representative, or agent, other than as stated above, regarding this Request except with designated participants in attendance **ONLY DURING:**

- Negotiations
- Contract Signing
- As otherwise specified in this Request

Violations of this provision by the proposer or Workforce Alliance personnel may result in the rejection of the proposal.

- 3.2. **Negotiated Procurement: Final evaluation and award is made by the KAWB.**
- 3.3. **Appearance Before Committee:** Any, all, or no proposers may be required to appear before a committee or board to explain their understanding and approach to the project and/or respond to questions from the KAWB concerning the proposal; or, the KAWB may award to the low bidder without conducting negotiations. The KAWB reserves the right to request information from proposers as needed. If information is requested, the KAWB is not required to request the information of all proposers.
- 3.4. **Final Offer:** Proposers selected to participate in negotiations may be given an opportunity to submit a best and final offer to the KAWB. Prior to a specified cut-off time for best and final offers, proposers may submit revisions to their proposals. Meetings before the KAWB are subject to the Kansas Open Meetings Act.
- 3.5. **Revisions:** No additional revisions shall be made after the specified cut-off time unless requested by the KAWB
- 3.6. **Acceptance or Rejection:** The KAWB reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal.
- 3.7. **Agreement:** The successful bidder will be required to enter into a formal contract that is acceptable to KAWB. Special Provisions within the agreement allow for the addition of attachments, amendments, and special conditions that may be negotiated by the successful bidder and KAWB. The proposers response to this RFP shall be included as a legal part of the agreement. In the absence of any language to the contrary, this RFP will be the determining document in questions of compliance with the specifications for this project.
- 3.8. **Contract Formation:** No contract shall be considered to have been entered into by KAWB until all statutorily required signatures and certifications have been rendered; and a written contract has been signed by the successful proposer.
- 3.9. **Open Records Act (K.S.A. 45-205 et seq.):** All proposals become the property of KAWB. Information contained in proposals will become open for public review once a contract is signed or all proposals are rejected. Any information deemed proprietary by the bidder should be labeled as such. The final determination of proprietary will be the responsibility of the KAWB. Price/Cost information is not considered proprietary.

- 3.10. **Federal, State and Local Taxes-Governmental Entity:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The successful proposer shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Request.
- 3.11. **Debarment of Contractors:** Any proposer who defaults on delivery as defined in this Request may be barred after reasonable notice to the person involved and reasonable opportunity for that person to be heard.
- 3.12. **Insurance:** KAWB or the LWIB's shall not be required to purchase any insurance against loss or damage to any personal property nor shall they establish a "self-insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the proposer shall bear the risk of any loss or damage to any personal property.

## 4. Proposal Evaluation

- 4.1. **Criteria for Evaluating Bid Proposals:** KAWB shall make the award in the best interest of the organizations.
- 4.2. **General:** The proposer should develop a proposal through a process that considers the mission and vision of the organizations. All proposals submitted in response to the RFP will be evaluated by KAWB using the following criteria and factors (listed in no particular order of importance):
- 4.3. **Technical Response:** The extent to which the bidder effectively demonstrates an understanding of the needs of the agency as described in this RFP, and offers appropriate solutions to meet those needs. The quality of the technical response is measured by the extent to which the specifications are adequately addressed within the proposal, and the extent to which the proposer may suggest recommendations for improvements.
- 4.4. **Response Format and Completeness:** Adequacy and completeness of the proposal is required and carries an important weighting in the evaluation of all proposals. The proposal is to be complete, clear, and understandable. Pages are to be consecutively numbered.
- 4.5. **Financial Ability:** The bidder's demonstrated financial ability to implement the proposed offering.
- 4.6. **Experience and Qualifications:** The proposers general experience and qualifications, and KAWB assessment of bidder's ability to perform the work in a timely and professional manner. The experience and professionalism of security services is also a consideration.
- 4.7. **Cost:** Cost will be evaluated based on the costs submitted by the proposers. Estimated cost is between \$2,500 to \$4,000 for each location depending on the specific needs to the location.

## 5. Vendor Requirements

To be qualified as a vendor the entity must meet the following requirements:

- Ability to deliver and install the hardware and software across the State of Kansas at the 16 different AJC's with 45 days of contract execution
- Has experience or the ability to support the hardware and software
- Provide training to the staff in the AJC's at least twice per year for the next four years
- Has Liability Insurance
- Registered Corporation in good standing and not barred by doing business with the State of Kansas or the United States Government



### 5.1. Delivery Period

The delivery of the equipment and software shall be completed 45 days after award is finalized.

### 5.2. Hardware Requested (proposers are encouraged to submit up to 3 different options for each item if variety is available).

5.2.1. Desktop Computer- quantity of systems needed is 16

Operating System	Windows 10 Professional
Processor	Intel i5 or higher
Hard Drive	128 GB Internal HDD or greater
NIC	1 GB
Video	Ability to support 2 monitors
Sound	Soundcard with 1/8 inch audio out
Operating System	Windows Pro 10

5.2.2. Monitor of at least 28 inches in diameter and high resolution- quantity of monitors needed is 16

5.2.3. Flatbed scanner with automatic feeder- quantity of scanners needed is 16

5.2.4. Trackball- quantity of trackballs needed is 16

5.2.5. Single button mouse- - quantity of mice needed is 16

5.2.6. Vertical mouse- quantity of vertical mice needed is 16

5.2.7. Regular keyboard- quantity of regular keyboards needed is 16

5.2.8. Large print Keyboard- quantity of large print keyboards needed is 16

5.2.9. Height adjustable desk with either manual or electronic adjustment- quantity of desks needed is 12

5.2.10. Armless chair with locking wheels- quantity of chairs needed is 16

5.2.11. Ubi Duo- quantity of Ubi Duo's needed is 13

### 5.3. Software Requested (bulk licensing is an option if licensing in bulk is allowed)

5.3.1. Office Professional or 365- quantity of licenses needed is 16

5.3.2. Adobe Acrobat Professional or equivalent- quantity of licenses needed is 16

5.3.3. Screen Reading Software- quantity of licenses needed is 16

5.3.4. Digital Voice Recorder Software- quantity of licenses needed is 16

5.3.5. TTY Machine- quantity of machines needed is 13

5.3.6. Telephone Amplifier- quantity of amplifiers needed is 16

5.3.7. Telephone- quantity of 5

A detailed spreadsheet of needs by location is attached.

5.4. **Staff Training** – Provider of the hardware and software must be able to provide training to the staff of the AJC's at least twice annually for the next four years.

## 6. Required Contractual Provisions

### 6.1. Acceptance of Proposal Content

The proposers proposal, this RFP package, and any addenda will become part of the awarded Contract.

### 6.2. Termination

The Contract will be subject to termination for non-compliance with applicable laws, non-performance/default, convenience or lack of funding.

### 6.3. Assignment

The proposer shall not assign this Contract or any part thereof, without the written consent. In no case shall such consent relieve the proposer from the obligation under, or change the terms of this Contract. The transfer or assignment of any part of this Contract to include contract funds, either in whole or part, and interest therein, which shall be due or become due the proposer, without the written consent, shall not obligate requester for any associated expenditures.

### 6.4. Subcontracting

Subcontracting is not expected under this request.

### 6.5. Independent Contractor

The proposer is an independent contractor and not an employee of any of the LWDB's. Neither the proposer nor any agent or employee of the proposer shall be considered an employee of a LWDB for any purpose whatsoever. The proposer agrees that it has, or will secure at its own expense, all personnel required to perform all the services required under this Contract. The proposer agrees that proposer will be responsible for all taxes, social security payments, unemployment compensation and all other obligations of an employer.

### 6.6. Contract Modification

The KAWB reserves the right to make changes to the Contract, provided the changes are within the scope of work described in the Contractor Work Plan/Statement of Work. KAWB agrees to make any such change in the Contract only through a written modification, and to provide a copy of the modification to the Contractor. All modifications initiated by the Contractor will be bilateral. The contractor will provide the KAWB a letter clearly stating the reason(s) for the proposed modification and the effect on the Work Plan or Budget.

6.6.1. **Reasons for Modification-** Contract Modification will be necessary if any of the following occurs:

- There is a change in the scope of the project funded under the contract;
- There is a material change in the Work Plan/Statement of Work.
- There is a change in the implementation of governing federal and/or state rules and regulations affecting the Contract.

6.6.2. **Modification Due to Change in Legislation or Regulation-** Any alterations, additions, or deletions to the terms of the Contract which are required due to changes in federal or state laws, regulations or directives are automatically incorporated in the Contract unilaterally without written modifications and will go into effect on the date designated by the law, regulation or directive. In the event the CONTRACTOR is unable to comply with any required contract modification, the KAWB shall be notified by the CONTRACTOR within 30 days, at which time the KAWB may declare this Contract canceled and proceed under the Contract cancellation provisions. Further, in the event the CONTRACTOR is unable to meet the contractual goals and/or obligations as specified herein or in any subsequent contract amendment, the CONTRACTOR may request modification of the Contract. The Contract may also be modified upon agreement of all parties to this Contract.

6.6.3. **Disagreement Regarding a Modification-** In the event that either party does not accept a Contract modification request, the party of the disagreement will respond to the other party in writing delineating the issues of the disagreement within fifteen (15) days of receipt of the request to modify the Contract.

## **6.7. Indemnification**

The Contractor agrees to pay all debts for labor and/or materials contracted by it, if any, for and on account of the services to be performed hereunder. The Contractor will assume the defense of, and hold the KAWB and its officers, agents and employees harmless from all suits and claims against any of them arising from any act or omission of the Contractor, or anyone directly employed by them or anyone from whose acts any of them may be liable. The indemnification obligation of the Contractor will not be limited in any way under The Worker's Compensation Acts, disability benefits acts or other employee benefits acts.

## **6.8. Terms and Conditions**

The Proposer understands and agrees to comply with all requirements stated in this RFP package. If there is a difference between what is stated in the proposal and what is included in the RFP package, the RFP package will take precedent over the proposer's proposal.

- The Contract will be made contingent upon the availability of funding.
- The proposer agrees to obtain prior written approval by KAWB for major service changes.
- KAWB reserves the right to accept or reject any or all applications received, or to negotiate with qualified proposer's.

## **6.9. Changes/Modifications to RFP**

In the event it becomes necessary to revise any part of this RFP package, the revisions will be posted on the websites listed in section 2.1. IT IS THE PROPOSERS RESPONSIBILITY TO CHECK FOR UPDATES/CHANGES. The proposer agrees to conduct activities subject to, and will conduct business under, the Contract in accordance with any and all federal, state or local regulations, rules, policies, directives, issuances and ordinances, in effect or promulgated during the term of the Contract.

**Attachment A- Signature Sheet** (Available for Download from [www.workforce-ks.com](http://www.workforce-ks.com))

**SIGNATURE SHEET**

Item: ADA Equipment and Software

Agency: KAWB

Closing Date: March 15, 2019, 11:00 p.m Central Time.

We submit a proposal to furnish requirements during the contract period in accordance with the specifications. **I hereby certify that I (we) do not have any real or substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest, or the appearance thereof, is defined as any circumstance which would lead a reasonable person to believe a compromise of an open competitive bid process has occurred.**

Addenda: The undersigned acknowledges receipt of the following addenda:

Legal Name of Person, Firm or Corporation: [Click here to enter text.](#)

Toll Free Telephone: [Click here to enter text.](#) Local: [Click here to enter text.](#) Fax: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Choose an item.](#)

Zip Code: [Click here to enter text.](#)

FEIN Number: [Click here to enter text.](#)

DUN Number: [Click here to enter text.](#)

E-Mail: [Click here to enter text.](#)

Signature: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Typed Name of Signature: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

.....  
If awarded a contract and the primary contact will be other than above, indicate name, mailing address and telephone number below.

Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Choose an item.](#)

Zip Code: [Click here to enter text.](#)

Toll Free Telephone: [Click here to enter text.](#)

Local: [Click here to enter text.](#)

Fax: [Click here to enter text.](#)

E-Mail: [Click here to enter text.](#)

Website: [Click here to enter text.](#)

**Attachment B – Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

CERTIFICATION REGARDING

DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

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By signature hereon, Proposer certifies that neither the Vendor nor its Principals are suspended, debarred, proposed for debarment, declared ineligible or voluntarily excluded from the award of contracts from United States (“U.S.”) federal government procurement or nonprocurement programs, or are listed in the List of Parties Excluded from Federal Procurement or Nonprocurement Programs issued by the U.S. General Service Administration. “Principals” means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of a subsidiary, division or business segment, and similar positions). Vendor shall provide immediate written notification to the Workforce Alliance of South Central Kansas, Inc. if, at any time prior to award, Vendor learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances. This certification is a material representation of fact upon which reliance will be placed when making an award. If it is later determined that Vendor knowingly rendered an erroneous certification, in addition to the other remedies available to the Workforce Alliance of South Central Kansas, Inc., the Workforce Alliance of South Central Kansas, Inc. may terminate the contract resulting from the solicitation for default.

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Signature

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Date

---

Printed Name

## Attachment C – Evaluation Criteria

- |   |           |
|---|-----------|
| 1. Has the experience to deliver the hardware and software                        | 30 points |
| 2. Offered the items as requested or offered alternative solutions                | 30 points |
| 3. Cost was better or in-line with other proposals received and anticipated costs | 30 points |
| 4. Staff Training Options   | 30 points |
| 5. Proposal was complete and understandable                                       | 10 points |

**Attachment D – Needs Assessment by Location**

Item	Quantity Needed	Locations															
		Kansas City	Leavenworth	Overland Park	El Dorado	Wellington	Wichita	Winfield	Chanute	Emporia	Independence	Paola	Pittsburg	Junction City	Lawrence	Manhattan	Topeka
Desktop Computer	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Monitor of at least 24 inches in diameter and high resolution	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Flatbed scanner with automatic feeder	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Head Phone with Microphone	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Trackball Mouse	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Single Button Mouse	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Veritcle Mouse	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Regular Keyboard	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Large Print Keyboard	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Height adjustable desk with either manual or electronic adjust	12	X	X	X	X	X	X	X	X	X			X	X	X	X	
Armless Chair with Locking Wheels	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ubi Duo	13				X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Software Requested (bulk licensing is an option if licensing in bulk is allowed)</b>																	
Office Professional or 365	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Adobe Acrobat Professional (or equivilant)	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
JAWS Professional or Dragon Speaking	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Digital Voice Recorder Software	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
TTY Machine	13				X	X	X	X	X	X	X	X	X	X	X	X	X
Phone Amplifier	16	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Phone	5							X					X	X	X	X	