

REQUEST FOR PROPOSAL

[RFP#20160101-MICROSOFT-EES-AGREEMENT]

JANUARY 13, 2016



1.0 SCOPE OF WORK & OTHER REQUIREMENTS FOR RFP#20160101-MICROSOFT-EES-AGREEMENT

1.1 Intent. The Dubuque Community School District (hereafter referred to as “DCSD”) is seeking sealed quotation proposals from qualified vendors to provide products or services for educational use. In order to meet the needs of DCSD, it is necessary for the successful bidder to provide the best and lowest cost.

1.2 District Profile. The DCSD reorganized in the early 1960's with the surrounding rural area and now serves a population of over 70,000. The geographical area the DCSD serves is over 245 square miles. The DCSD operates thirteen elementary schools, three middle schools, two high schools and an alternative learning center.

The DCSD has a current enrollment of approximately 10,456 students, as reported as the district’s certified enrollment to the Iowa Department of Education in the fall of 2015.

1.3 Scope of Products and/or Services. The DCSD is seeking competitive quotes for a Microsoft Enrollment in Education Services (EES) agreement to include products identified below in section 1.4.1 based on **1,549** district faculty and staff FTEs and the option to purchase the Student Option products identified in section 1.4.2 based on Student FTEs of **5,664** for district students in grades 6-12.

The aforementioned faculty/staff and student counts were calculated using Microsoft’s formula for Counting Faculty/Staff Full-Time Equivalent (FTE) Employees along with the formula for Counting Full-Time Equivalent (FTE) Students.

The District desires to receive quotes on three (3) year Microsoft EES agreement extensions. This Microsoft EES agreement will be considered a new agreement and will reference the current expiring agreement to ensure no coverage lapse. The district desires to pay annually on the anniversary dates of the agreement extensions during the three-year term.

1.4 Specifications and Quantities.

1.4.1 Vendor must provide prices for the following SKUs and license count for products under the Microsoft EES agreement:

Any questions, or clarification regarding the manufacturer’s products or services, can be directed via e-mail to Regan Conroy (regconr@microsoft.com) Inside Opportunity Executive with Microsoft.

Mfg. Part Number	Product Description	Quantity
2UJ-00003	Microsoft Desktop Education w/Enterprise CAL - license & software assurance (EES)	1549
NK7-00064	Microsoft Identity Manager- license & software assurance (EES - Add-On)	1549
H30-00237	Microsoft Office Project Professional - license & software assurance (EES - Add-On)	15
D87-01057	Microsoft Visio Professional - license & software assurance (EES - Add-On)	50
6VC-01251	Microsoft Windows Remote Desktop Services - license & software assurance (EES - Add-On)	1549
P71-07280	Microsoft Windows Server Datacenter Edition (2 Proc) - license & software assurance (EES - Add-On)	16
P73-05897	Microsoft Windows Server Standard Edition (2 Proc) - license & software assurance (EES - Add-On)	10
T6L-00237	Microsoft System Center Datacenter Edition (2 Proc) - license & software assurance (EES - Add-On)	4
7JQ-00341	Microsoft SQL Server Enterprise Core Edition (2 Proc) - license & software assurance (EES - Add-On)	8

1.4.2 The Student Option under the Microsoft EES agreement will be considered as an option to purchase and the vendor must provide prices for the following products:

Mfg. Part Number	Product Description	Quantity
R18-00095	Microsoft Windows Server CAL- license & software assurance (EES - Student)	5,664

Any questions, or clarification regarding the manufacturer's products or services, can be directed via e-mail to e-mail to Regan Conroy (regconr@microsoft.com) Inside Opportunity Executive with Microsoft.

1.5 Vendor Requirements.

- a) The price submitted by the Vendor shall include all handling, freight and transportation fees associated with any orders.
- b) Vendor must submit all applicable warranties with the quote.
- c) Pricing must remain secure for a period of no less than 120 days.
- d) Do not include extraneous materials with the proposal. Only materials requested by this RFP are to be included in the proposal package.
- e) All the part numbers or descriptions and quantities in the quote must remain the same.
- f) DCSD reserves the right to increase or decrease the quantities within the 120-day period of the quote without any increase in price per unit.
- g) DCSD reserves the right to order only specific part numbers from this RFP to suit the needs of DCSD.
- h) Vendor must ensure all invoices and products is deliverable to DCSD and **must** arrive before **March 28, 2016**.
- i) It is the responsibility of the Vendor to ensure that all addendums are included in the proposal submission. Failure to include addendums could result in your proposal being declared unresponsive.
- j) All RFPs must be signed, with the firm named as indicated. A RFP by a corporation must be signed by a duly authorized officer, employee or agent, with his or her title. Obligations assumed by such signature must be fulfilled.

1.6 Pricing. The Vendor is required to complete the Pricing Page (Attachment "A").

This Pricing Page is to be included with the Vendor's quote. The Pricing Page must show unit pricing, extended pricing and a grand total. When there is a discrepancy of the extended or grand totals, the unit price will prevail.

1.7 Unspecified Value Add Offerings. List items or services, as an attachment(s), you are offering in addition to those required by the attached specifications, offered as part of your proposal and included in your proposal pricing, if any.

1.8 Responses.

Responses should be received by DCSD **before 12:00PM CST on February 8, 2016**. Direct your responses in a **sealed** envelope to:

Dubuque Community School District
c/o: Joan Steffen
2300 Chaney Rd.
Dubuque, IA 52001

The outside of the envelope must be clearly marked with “**RFP#DCSD-MS-EES-AGREEMENT**”

Bidders are cautioned to write all descriptions and prices clearly so there is no doubt as to the intent and scope of the proposal. In the event of price discrepancy, unit price will prevail. All itemized costs must be included in the grand total.

All proposals must be signed by an authorized agent of the company making the proposal.

All questions relating to the technical aspects of this RFP should be directed to Coby Culbertson, 2300 Chaney Rd., Dubuque, IA 52001 or you can email the questions to cculbertson@dbqschools.org.

- 1.9 Schedule of Payment.** All payments for the DCSD need to be approved by the Dubuque Community School District Board of Education, which usually occurs thirty (30) days after the invoice(s) from the vendor is received. Depending on when the invoice(s) is received, or the scheduling of the regular board meeting, it could take up to sixty (60) days for payment to be issued once approved by the Dubuque Community School District Board of Education.
- 2.0 Right to Accept and Reject Proposals.** The DCSD reserves the right to waive any irregularities, reject any or all proposals, and modify or negotiate any and all proposals received in conjunction with this Request for Proposal.

This Request for Proposal in no manner obligates the DCSD to an eventual contract for any items described, implied, or which may be proposed, until confirmed by written agreement (and approved by the Board of Education, if necessary) and may be terminated by the DCSD without penalty or obligation at any time prior to the signing of an agreement/contract by all parties.

Attachment "A" – Pricing Page

Vendor is required to complete this Attachment "A" - Pricing Page as part of the quote. This pricing page **must** be completed and attached to the Vendor's quote. ***Failure to comply with the instructions for this pricing page may deem the Vendor's response non-compliant.***

Vendor Name:	
Vendor Contact Person:	
Vendor Address:	
Vendor Phone:	
Vendor Fax:	
Vendor E-mail:	

Item Description

Mfg. Part Number	Product Description	QTY:	Unit Cost:	Extended Cost:
Grand Total:				

Warranty Description [Supplemental documentation provided concerning warranty is also acceptable]

Authorized Agent Signature: _____

Printed Name: _____

Title: _____