



October 19 2015

Dear Bidders

Notice to Interested Parties a Letter of Invitations

Subject: Request for Proposals (RFP) Microsoft School Agreement Renewal Ref: DOE 2015-1

The Department of Education (DOE), Information Technology Department (IT) on behalf to the Ministry of Education (MOE) is issuing a Request for Proposal (RFP) for Microsoft School Agreement to support the level of service and licenses as stated with the RFP. The contract shall be a fixed price contract for the duration of the contract.

The RFP for Microsoft School Agreement includes the instructions for the preparation and submission of proposals, the rules that govern the bidding process and the forms.

To obtain RFP documents

RFP documents may be obtained from **Mr. Michael Lee, in person at 14 Waller's Point Road, St. George's DD 03** and electronically, from www.opmp.gov.bm Procurement Notices webpage.

Proposal due Date and Submittal Requirements

1. Proposals must be received by 3:00 p.m. ADT on October 30, 2015. Late submissions will not be considered.
2. Sealed Proposals shall be submitted to either of the following addresses:
 - a. For courier delivery or hand delivery: **Michael Lee, Ministry of Education, 14 Waller's Point Road, St. George's DD 03**
 - Or,
 - b. By mail: **Michael Lee, Ministry of Education, 14 Waller's Point Road, St. George's DD 03**
 - c. By email: mlee@moed.bm.
3. Envelopes or boxes containing Proposals shall be sealed and clearly labeled with the Government's Proposal number and the solicitation title:

**"DOE 2015-1 RFP for Microsoft School agreement
Proposal to be opened October 30, 2015 after 3:00 p.m."**
4. Emailing: It must be clearly stated in the subject title: **DOE 2015-1, RFP for Microsoft School agreement**
5. Proposers are requested to submit to the Government one hard copy marked "Original," two additional printed copies, and one CD, containing an electronic PDF copy of the Proposal. In case of any discrepancies, the hard copy will be considered by the Government in evaluating the Proposal, and the electronic version is provided for the Government's administrative convenience only. A Proposal is deemed to be late if it is received by the Government after the deadline stated above. Proposals received after the submission deadline may be rejected.

Validity of Proposals shall be valid for a period of 90 calendar days.

Questions and Clarifications on RFP

Any questions or additional information required by interested vendor must be submitted in writing to the attention of Michael Lee before October 23, 2015. Questions can be emailed to mlee@moed.bm. Any changes to the RFP documents will be communicated to the vendors by an addendum being posted on www.opmp.gov.bm procurement notices webpage.



GOVERNMENT OF BERMUDA

Ministry of Education
Department of Education
www.moed.bm

Department Contact Information:

Name: Michael Lee

Title: IT Manager

Address: 14 Waller's Point Road, St. George's DD 03

E-mail: mlee@moed.bm

Evaluation and award selection will be made based on a review of qualifications, scope of services and price. DOE reserves the right to reject any and all proposals and waive technicalities. Only proposals that conform to requirements herein will be considered.

Sincerely yours

Dr. Freddie Evans
Acting Commissioner of Education

A handwritten signature in blue ink, appearing to read "Freddie Evans", written over a horizontal line.



Request for Proposal Microsoft School Agreement Renewal
DOE 2015-1

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Part 1 RFP Requirements and Guidelines

1.1 Public Access to Information

Any information collected or used by or on behalf of the Government of Bermuda under this solicitation document is subject to the Public Access to Information Act 2010 (“Act”). The information belongs to a class of information that might be made available to the general public unless it is contained in a record that is exempt from disclosure under the Act. Any questions regarding the collection, use, or disclosure of the information should be directed to the public authority that issued this solicitation document.

1.2 Executive Summary

The Government of Bermuda, Ministry of Education through the Department of Education (hereafter known as “DOE” invites proposal(s) from Microsoft Authorized Education Resellers (AER’S) to supply and quote on the replacement of our existing Microsoft School Agreement– identifiers as indicated below and in the layout in the Scope of Services.(See Part 4 of this RFP).

Customer Name	Ministry of Education and Economic Development Department of Education
Volume Licensing Program	School 3
Agreement Number	26H30569
Enrollment Number	8859794

1.3 Submission Deadline

- 1.3.1 The proposal submissions must be delivered no later than 3:00 p.m. ADT. October 30th, 2015.
- 1.3.2 Proposals received after 3:00 p.m. ADT, on **October 30th, 2015** will be considered as “**NO BID**” and “**VOID**”. The time stamp for proposals submitted electronically will be that of the DOE mail server. It is the vendor’s responsibility to allow sufficient time for electronic transmission and delivery, especially in the case of large files.
- 1.3.3 All proposals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time stated above.

1.3.1 Summary of Key Dates

The following schedule of activities is planned. All changes will be communicated to the vendors by addendum being posted on www.opmp.gov.bm procurement notices webpage.

Publish Request for Proposal	October 19 th 2015
Cut off for questions	October 23 rd , 2015, 3:00pm AST
Submission deadline	October 30 th , 2015, 3:00pm AST
Anticipated Contract Award	Dec 11 th , 2015



1.4 Questions and Clarifications

All questions and requests for clarifications and/or additional information concerning this RFP must be addressed to by email to mlee@moed.bm. All questions must be submitted in written form. Please provide detailed description of your inquiry along with contact information. Answers will be provided to all vendors without disclosing who asked the question and will be posted on the Government's website at www.opmp.gov.bm. No other sources or process is authorized for this RFP.

1.5 Vendor Qualification and Submission

DOE will evaluate proposal only from vendors who have provided **Microsoft licensing support in an Education environment** as requested in this RFP. The vendor's response to the RFP must document and qualify this experience. The Bidders must be able to meet the requirement as detailed in the *Part 4 "Scope of Service"*.

1.5.1 Proposal documents must include the following information and shall be in the English.

Cover Letter that include Company details

- Company Legal Name
 - Business Address
 - Key Contact person – name(s), telephone, fax, email
 - Companies Payroll tax and Social insurance number
 - Business operating days and hours
 - The Principal names and titles
 - Provide Copy of Company incorporation document
- Vendor experience
- Overview of the Vendor Proposal
- Delivery
- Support and Maintenance
- Documentations
- Vendor References - three (3)

Proposals must include Costs Data

The Bidder price shall include all labour, materials, equipment, tools, and expenses necessary to perform the Scope of Services. Include overhead and profit in the rates and prices listed. The price shall include, indicate separately, the cost of any permits, and taxes. All duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, as of the closing date for submission of proposal, shall be included in the rates and prices and total.

- Proposal total cost(s) must be quoted in Bermuda dollar (**BMD\$**)
- All costs to be "as landed"
- Include pricing for 1 year and 3 year contract periods for the services identified in "Part 4 Scope of Services".

Contracts

- Copies of any contracts.

The Certificate of Confirmation of Non-Collusion is a mandatory requirement from all bidders.

If it is later found that the undertakings made below have been breached at any stage of the process, the bidder will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the bidder and/or any party involved in the matter. False submissions may also exclude the bidder, and any other person or company involved in collusion, from involvement in future contracts with the Government of Bermuda.



1.5.2 Cost of Preparing the Proposal

The Bidder shall bear all costs associated with the preparation and submission of their proposal and DOE will in no case be responsible or liable for these costs, regardless of the outcome of the bidding process.

1.5.3 Format and Signing of Proposal

- .1 The Bidder shall prepare one original set of the documents comprising the proposal as described in Sub-Clause **Error! Reference source not found.** The proposal shall be typed or written in indelible ink and shall be signed by a person or persons duly authorised to bind the Bidder to the Contract.
- .2 All pages of the proposal where entries or amendments have been made shall be initialed by the person or persons signing the proposal.
- .3 The completed proposal shall be without alterations, interlineations or erasures, except those to accord with instructions issued by DOE, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the proposal.
- .4 Only one proposal may be submitted by each Bidder. No Bidder may participate in the proposal of another for the same Contract in any relation whatsoever.

1.6 Vendor Responsibility

It is the vendor's responsibility to ensure its complete understanding of the requirements and instructions specified by DOE. In the event that clarification is required vendors should submit written inquiries as described in paragraph 1.4 above.

1.7 Amendments to the RFP documents

- .1 At any time prior to the deadline for submission of the RFP, DOE may alter, amend, delete or add to, in whole or in part, any terms or provisions of this RFP by issuing an addendum. All and any addendum issued will be posted on the www.opmp.gov.bm procurement notice webpage.
- .2 In order to afford prospective bidders reasonable time in which to take an addendum into account in preparing their proposal, DOE may, in its sole discretion, extend the deadline for the submission of proposal in accordance with Clause 1.3.1.

1.8 Bid Validity

- 1 All prices offered shall remain firm for ninety (90) calendar days from the submission deadline specified in Clause 1.3, unless the deadline is modified by an amendment to this solicitation as noted in 1.8.
- .2 In exceptional circumstances, prior to expiry of the original bid validity period, the Government may request that the bid validity period be extended. The request and the responses thereto shall be made in writing by email. A Bidder may refuse the request and withdraw their proposal. A Bidder agreeing to the request will not be required nor permitted to modify his Tender.
- .3 This validity period shall apply to all proposals received regardless of whether a different validity period is specifically stated within a proposal.

1.9 Proposal Opening

The DOE will examine the proposals to determine whether they are complete, whether the documents have been properly signed and whether the proposals are generally in order. The Proposals opening will not be held in public however, the opening will be recorded with the bidders' names and tender prices and kept on file.



1.10 Process to be Confidential

- .1 Information relating to the examination, clarification, evaluation and comparison of proposals and recommendations concerning any award of contract shall not be disclosed to Bidders or other persons not officially concerned with such process until a decision is made.
- .2 Any effort by a Bidder to influence DOE in the process of examination, clarification, evaluation and comparison of proposals, and in decisions concerning any award of Contract, shall result in the rejection of the proposal.
- .3 All submissions shall be regarded as containing proprietary information and shall remain confidential from the public. However, details regarding the final contract award (name of recipient and price) may be publicly announced.

Part 2 Evaluation Process

2.1 Evaluation Review Process

- a) Each proposal will be reviewed by an evaluation committee to determine if it meets the proposal requirements.
- b) Failure to meet the requirements for the Request for Proposal may be cause for rejection of the proposal.
- c) Final selection of a company will be determined following review of all work proposals, cost proposals and/or formal oral presentations. Proposal price alone will not be the sole determining factor in the selection of the contractor for this work. DOE will consider the proposal costs for all proposal items identified herein together with the Contractor's qualifications, references, and understanding of the scope of work to form the basis for its decision on who will be selected. DOE reserves the right to reject any or all proposals and to determine which proposal is, in the DOE's judgment, the most responsive.
- d) The evaluation committee may, at its sole option, ask for interviews or oral presentations by any bidder(s) participating in this process (creation of a short list). Attendance at any such interview will be at the bidder's expense.

2.2 Evaluation Criteria

Tenders will be evaluated to determine the best value offered to the Government of Bermuda based on the following criteria:

Phase 1 - Proposal Responsiveness - Pass/Fail

- a) Required documentation: Proposals will be reviewed to determine if all required documentation was included with proposal submittal as described in this RFP.
- b) Each proposal will be reviewed by an evaluation committee to determine if it meets the proposal requirements. Failure to meet the requirements for the Request for Proposal may be cause for rejection of the proposal.

Phase 2 – Technical Evaluation

- a) The submissions will be evaluated according to the Evaluation/Weighting Criteria below.
- b) The evaluation committee may seek written clarification from any or all prospective contractors in order to better understand and evaluate the responses.
- c) To assist in the examination, evaluation and comparison of Proposals, the Government may ask Bidders individually for clarification of their proposal. The request for clarification and the response shall be in writing but no change in the price or substance of the proposal shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Government during the evaluation of the Proposal



- d) Arithmetical errors will be rectified on the following basis:
 - i. Where there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of errors, its Bid will be rejected.
 - ii. Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern; and
 - iii. Where there is a discrepancy between the individual lump sums and the total amounts derived for the sum of the individual lump sum, the individual lump sum as quoted will govern, and the total amount will be corrected.

Phase 3 - Presentations/Oral Interviews

Responses determined to have scored in the competitive range may be invited to present oral presentations for the purpose of introducing key members of the evaluation team, and allowing DOE to fully understand the prospective Contractor’s ability to meet the evaluation criteria. Oral presentations will not be scored separately. Instead DOE may modify scores and resulting rankings based on the oral presentation.

The service manager identified in the proposal must be the lead presenter in the oral presentation. This process may not be used as an opportunity to submit missing documentation or to make substantive revisions to the original proposal.

Phase 4 - Financial Evaluation

After the technical and oral presentations, the financial offers will be evaluated.

Overall Evaluation weighted scoring

Responses will be evaluated and scored in accordance with the table below. (Annex “1” Evaluation Matrix attached)

1. Experience and Capacity	25%
2. Social, Economic and Environmental	25%
3. Financial	50%

Part 3 Award of Contract

3.1 Award Criteria

- .1 Subject to part 2 Evaluation, the DOE will award the Contract to the Bidder whose Proposal has been determined to be substantially responsive to the solicitation documents and who, in the opinion of DOE, has offered the best overall submission. This may not be the lowest priced Proposal received.
- .2 Prior to expiration of the period of the Bid validity, DOE shall award a single contract to the responsive Bidders with the highest total score based on the evaluation method indicated herein Part 2.
- .3 Before awarding any contract DOE reserves the right to require the vendor to submit such evidence of qualifications as it may deem appropriate. This evidence may be concerning financial, technical and other qualifications as well as the relevant experience and skills of the Vendor.
- .4 DOE shall not purchase services from any business owing delinquent taxes to the Bermuda Government.
- .5 For Contracts over \$50,000, Cabinet approval must be sought by DOE before a contract can



be signed.

3.2 Government's Right to accept any proposals and to reject any or all proposals

- .1 The Government does not bind himself to accept the lowest or any Proposal and reserves the right to reject any Proposal and, and to annul the bidding process and reject all proposals, at any time prior to Award of Contract, without thereby incurring any liability to the affected Bidder, or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the DOE's action.
- .2 DOE may declare the bidding process void when it is evident that there is a lack of competition or there has been collusion.

3.3 Notification of Award

- .1 Prior to the expiration of the period of Bid Validity prescribed by DOE, the Government will notify the successful Bidder in writing by registered letter or email that their proposal has been accepted.
- .2 This letter, hereinafter, and in the Conditions of Contract called "Letter of Acceptance", shall name the sum which DOE will pay to the Contractor in consideration of the execution of services by the Contractor as prescribed by the Contract, hereinafter, and in the Conditions of Contract, called "the Contract Price"/
- .3 The notification of award in writing will constitute the formation of the Contract.
- .4 The Government will promptly notify the unsuccessful Bidders that their Tenders have been unsuccessful

3.4 Signing of Contract Agreement

- .1 Upon awarding and acceptance of a contract for goods or services, a Government of Bermuda Purchase Order will be issued as a guarantee to pay. Payments will be authorized on invoices 30 days after receipt of the contracted goods or services. All responses must include any proposed variations to these standard payment terms for discussion and negotiation.
- .2 At the same time that the successful Bidder is notified that their proposal has been accepted, DOE will arrange for the contract signing.



Part 4 Scope of Services

- 4.1 The following table represents the Microsoft products that the Authorized Education Resellers (AER) will provide per unit prices that will make up the School Agreement:

Part Number	Product Description	Quantity
C28-00002	DsktpSchool ALNG LicSAPk MVL	2501
7JQ-00341	SQLSvrEntCore ALNG LicSAPk MVL 2Lic CoreLic	1
7NQ-00302	SQLSvrStdCore ALNG LicSAPk MVL 2Lic CoreLic	3
P73-05897	WinSvrStd ALNG LicSAPk MVL 2Proc	6
	Windows Server Datacenter	6

- 4.2 In addition to licensing discounts, the DOE will, when evaluating proposals, will consider proposals from respondents who offer innovative or enhanced product solutions that are of benefit to the DOE. Sufficient information must be provided to quantify value-added strategies that may result in decreased costs, increased quality of service and/or improved outcomes.
- 4.3 This RFP does not include provisioning for any software outside of the Microsoft product suite.



Part 5 Forms

(To be provide on the Bidder's Letterhead)

Request for Proposal for the Microsoft School Agreement Renewal (AER)
DOE 2015-1

TO: The Government of Bermuda, Permanent Secretary for the Ministry of Education

1. We confirm that we have submitted a bona fide Proposal, intended to be competitive and we have not fixed or adjusted our Price by or under or in accordance with any agreement or arrangement with any other bidder.
2. Having examined the instructions to bidders, Addenda Nos. ____ to ____ inclusive for the execution of the services, we, the undersigned, offer to execute and complete said services and remedy any defects therein in conformity with the Conditions and Addenda for the sum(s) of

One (1) Year Offer

_____ (Words)

_____ (Figures)

And/or

Three (3) Year Offer

_____ (Words)

_____ (Figures)

3. We acknowledge that the Request for Proposal form is part of our Proposal submittal.
4. We undertake, if our proposal is accepted, to commence the service as soon as is reasonably possible after the receipt of notice to commence, and to complete the whole of the service comprised in the Contract within the time stated in the in the RFP.
5. We confirm that our Proposal shall remain open for acceptance by the Government of Bermuda for a period of ninety (90) calendar days from the date of this undertaking and we shall not withdraw this proposal during this period.
6. Unless and until a formal Agreement is prepared and executed this proposal together with your written acceptance thereof, shall constitute a binding offer between us.
7. We understand that you are not bound to accept the lowest or any tender that you may receive.
8. We confirm having received and complied with addenda number _____ to _____ (if any).
9. We confirm that we, the undersigned, are conducting business as a proper legal entity and are not delinquent in making payments for outstanding debts for Government receivables such as Social Insurance contributions, Payroll Tax and Public Works (formerly Works & Engineering) fees.
10. I/We consent to the collection and use of the information I/we give to the Government of Bermuda in response to the solicitation document and agree to waive any right to challenge any decision made by the Government to disclose the information.

Dated this _____ day of _____, 2015

SIGNED:

(Signature) _____ in the capacity of _____
 (Block letters) _____

Duly authorized to sign tenders for and on behalf of:

(Firm) _____
 (Address) _____

WITNESS:

(Signature) _____ in the capacity of _____
 (Block letters) _____



FIXED PRICE SCHEDULE

Item	Part Number	Product Description	Quantity	UNIT PRICE
1	C28-00002	DsktpSchool ALNG LicSAPk MVL	2501	
2	7JQ-00341	SQLSvrEntCore ALNG LicSAPk MVL 2Lic CoreLic	1	
3	7NQ-00302	SQLSvrStdCore ALNG LicSAPk MVL 2Lic CoreLic	3	
4	P73-05897	WinSvrStd ALNG LicSAPk MVL 2Proc	6	
5		Windows Server Datacenter	6	



Form COP24

CERTIFICATE OF CONFIRMATION OF NON-COLLUSION

Notes for the tenderer/bidder

The essence of Open Tendering is that the Government of Bermuda shall receive bona fide competitive Tenders from all persons tendering. In recognition of this principle, all companies submitting a tender will be required, by way of the signature of the Company Principle, state their agreement to the statements below, which indicates that the tender has been submitted without any form of collusion.

The Certificate of Confirmation of Non-Collusion is a mandatory requirement from all bidders. Any bids submitted which do not include a signed copy of the Certificate will be wholly rejected and will not be included in the evaluation process.

If it is later found that the undertakings made below have been breached at any stage of the process, the bidder will be expelled from the process immediately. In the event that this is discovered after a contract award, legal action may be taken against the bidder and/or any party involved in the matter.

False submissions may also exclude the bidder, and any other person or company involved in collusion, from bidding for future contracts tendered by the Government of Bermuda.

Confirmation of non-collusion

I/We certify that this is a bona fide Tender, intended to be competitive and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We confirm that we have not received any additional information, other than that contained within the tender pack, or supplementary information provided to all bidders.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:

- (a) communicating to a person other than the tender administrator the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance) or
- (b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
- (c) offering or agreeing to pay or give or paying any sum of money, inducement, gift /hospitality or valuable consideration directly or indirectly to any person in relation to this tender.

Signed

(1) _____ Status _____ Date _____

(2) _____ Status _____ Date _____

for and on behalf of _____