REQUEST FOR PROPOSALS (RFP) - RESTRICTED

PROVISION OF MICROSOFT LICENSING & CLOUD SERVICES (2027)

Issuing Entity	H. Lavity Stoutt Community College (HLSCC)
RFP Type	Restricted Request for Proposals
RFP Reference	HLSCC-IT-MLCS-2026-03
Issue Date	23rd October 2026
Clarification Deadline	13th November 2026 at 4:00 pm
Proposal Closing Date	20th November 2026 at 4:00 pm

Restricted procurement

This RFP is intended only for authorized vendors who can transact Microsoft Education licensing and related cloud services for HLSCC in the British Virgin Islands. Respondents should not redistribute the RFP beyond personnel required to prepare the proposal.

1. Invitation to Propose

H. Lavity Stoutt Community College (HLSCC) invites proposals from Microsoft-authorised resellers and cloud service providers for the supply, renewal, optimisation and support of Microsoft licensing and related cloud services for the 2027 licensing period. The procurement is intended to establish a compliant, cost-effective and supportable licensing position while maintaining continuity of teaching, learning, administration, infrastructure, security and cloud services.

This is a Restricted Request for Proposals. Only authorized vendors that are able to transact the required Microsoft Education licensing for HLSCC should respond. The successful bidder will be expected to demonstrate Microsoft licensing competence and to validate HLSCC's baseline requirements rather than simply reproduce the requested product list.

2. Background and Procurement Objectives

HLSCC uses Microsoft technologies across productivity, collaboration, identity, endpoint management, cybersecurity, server infrastructure, database services, business applications and cloud services. The College is restructuring its licensing model around Microsoft 365 Education A3 and A5, server and specialist licenses that are actually required.

The objectives of this procurement are to:

- Maintain uninterrupted Microsoft licensing and cloud-service availability.
- Obtain competitive annual Education pricing for HLSCC's required Microsoft products and services.
- Use Microsoft 365 Education A3/A5 Student Use Benefit entitlements wherever available and commercially appropriate.
- Avoid paying separately for functionality already included in A3/A5 or another qualifying license.
- Validate Windows Server, SQL Server and System Center quantities against the actual technical environment before final order placement.
- Replace obsolete or legacy commercial product names with current Microsoft offers and explain any mapping.
- Establish a responsive vendor relationship for licensing advice, provisioning, renewals, Microsoft escalation and cloud-service support.
- Provide HLSCC with a clear annual licensing statement and an entitlement record that can be audited before future renewals.

3. Scope of Services

Microsoft 365 Education licensing: Supply the required Microsoft 365 Education A3 and A5 Faculty/Staff subscriptions and confirm the correct student entitlement approach.

Server and datacentre licensing: Supply Windows Server Standard and Datacenter and System Center Datacenter licensing. Validate the licensing unit, physical core counts, virtualization rights, cluster/failover placement and edition selection before finalising quantities.

Database licensing: Supply Microsoft SQL Server Standard core licensing and validate the core-pack size, licensing model, minimum core requirements and any active/passive, failover or high-availability rights relevant to the HLSCC deployment.

Specialist applications: Supply Visio and any required advanced Planner/Project licensing. The bidder must first determine whether the requested functionality is already included within A3/A5 or Student Use Benefit entitlements before adding a separate subscription.

Cloud services: Provide or support Microsoft cloud-service procurement under an appropriate authorised channel, including Azure/CSP services where requested. Azure consumption is not prescribed in this RFP; bidders should request current subscription, workload and consumption data if required.

Licensing optimisation: Review HLSCC's baseline and identify duplicate entitlements, Student Use Benefits, suite benefits, obsolete products or more economical licensing approaches without reducing required functionality or compliance.

Microsoft AI: Provide Microsoft Copilot Education licenses for staff and faculty to enable secure use of AI within the College's Microsoft tenant while protecting institutional data.

4. Mandatory Clarification and Discovery Requirement

Respondents are expected to ask questions

HLSCC is intentionally providing a licensing baseline rather than prescribing every Microsoft licensing assumption. If additional information is needed to determine the correct SKU, program, Student Use Benefit, core count, CAL model, server edition, SQL licensing model or cloud-service commercial model, the respondent must request that information during the clarification period. Silent assumptions that materially affect price or compliance are **not** acceptable.

HLSCC may provide the following information to invited respondents upon request, where relevant:

- Current Microsoft tenant, subscription and renewal information.
- Existing Microsoft agreement/program and licensing statements.
- Faculty/staff and student population details needed to validate Education licensing.
- Physical server inventory, CPU/socket/core counts and virtualization host/cluster topology.
- Windows Server VM counts, mobility, failover and disaster-recovery placement.
- SQL Server editions, VM/vCore assignments, host placement and active/passive or HA/DR design.
- Current System Center products in use and managed server scope.
- Information about student and shared-device access to on-premises Windows Server services.
- Current Azure subscriptions, consumption reports and forecast workloads where cloud services are to be priced.
- Current telephony, Teams, security or other Microsoft service details where a bidder recommends optional services.

All material assumptions must be disclosed in the proposal. HLSCC may issue written responses to clarification questions to all invited respondents where required for a fair and consistent process.

5. Vendor Responsibilities and Deliverables

- Validate that all quoted products are current Microsoft Education commercial offerings and appropriate for HLSCC.
- Provide current Microsoft product name, SKU/part number, unit of measure, quantity, annual unit price and annual extended price for every baseline line.
- State whether each price is annual prepaid, monthly billed annually, consumption based or otherwise structured.
- Identify all Student Use Benefit and other no-additional-cost entitlements generated by the paid licenses.
- Identify any duplicate, unnecessary or obsolete baseline licensing and provide a separately priced optimisation proposal where appropriate.

- Document every licensing assumption that materially affects compliance or price.
- Provide provisioning coordination for the license and subscription activation.
- Provide a named account manager and Microsoft escalation path.
- Notify HLSCC of material Microsoft product/price/program changes that may affect the agreement during the contract term.
- Provide a License Inclusion Matrix to identify which required Microsoft capabilities are included within A3, A5 or Student Use Benefit entitlements, which require a separate add-on, and, unnecessary or superseded licensing to avoid additional cost.
- If selected as the successful bidder, the vendor shall provide HLSCC with an annual entitlement summary showing all paid licenses, $0 entitlements, renewal dates, and the applicable Microsoft licensing program.

6. Vendor Eligibility

- Be a Microsoft-authorised reseller, Cloud Solution Provider, Licensing Solution Provider or other authorised channel capable of supplying the required Microsoft Education products.
- Be legally able to provide the proposed goods/services to HLSCC in the British Virgin Islands.
- Demonstrate experience with Microsoft Education licensing and institutional Microsoft 365 environments.
- Provide evidence of Microsoft partner/authorisation status and relevant competencies/designations.
- Provide at least two relevant customer references, preferably from education, government or similarly regulated organisations.
- Provide a named account manager and documented support/escalation model.

7. Proposal Submission Requirements

Proposals should be organised in the following order:

- Executive summary and confirmation of acceptance of the RFP requirements.
- Company profile, location/ownership information and evidence of Microsoft authorisation.
- Proposed Microsoft licensing program/commercial channel and explanation of the licensing model.
- Completed baseline pricing schedule in Appendix A.
- Student Use Benefit and entitlement statement.
- Separate optimisation/alternative proposal, if applicable.
- Assumptions, exclusions and clarification items.
- Cloud-services/CSP approach and Azure billing/cost-management support, if offered.
- Support model, service hours, response targets and escalation path.
- Implementation/provisioning plan and lead time following award or purchase order.
- Comparable references.
- Commercial terms, quote validity period, renewal terms and payment terms.
- Any optional/value-added services, shown separately from the base bid.

8. Pricing Instructions

- All prices must be stated in United States Dollars (USD).
- Unit price and extended annual price must be shown for each licensing line.
- Any monthly price must also be converted to a full annual cost for comparison.
- Taxes, statutory charges, vendor service fees and other fees must be shown separately.
- Where a product is licensed by core pack, the number of cores represented by each quoted unit must be stated.
- Where Student Use Benefit applies, the qualifying paid product, program, ratio, student SKU and incremental student cost must be stated.
- Any multi-year, promotional, volume or co-terming discount must be identified separately and must not obscure the one-year comparable base price.
- Alternative pricing may be submitted, but a complete baseline one-year bid must remain clearly identifiable.
- Prices for optional professional services or cloud consumption must be separated from recurring license subscription cost.

9. Evaluation Method

HLSCC intends to evaluate proposals on overall value, licensing correctness and supportability rather than lowest price alone. The following draft weighting is proposed:

Criterion	Weight	Examples
Price and overall value for money	45%	Annual cost, transparency, discounting, avoidance of duplication
Licensing compliance and technical solution	20%	Correct program/SKUs, core/CAL/entitlement accuracy
Vendor capability and Microsoft authorisation	10%	Partner status, Education experience, references
Support and responsiveness	10%	Account management, escalation, service model
Provisioning / implementation approach	10%	Lead time, renewal continuity, administration
Optimisation and assumptions	5%	Useful cost-saving recommendations, completeness

HLSCC may request clarification, verify references, seek a best and final offer, negotiate with one or more respondents, or adjust final quantities following licensing validation. HLSCC is not bound to accept the lowest-priced proposal.

10. Procurement Timeline

Activity	Date / Time (AST)
RFP issued to invited respondents	23rd October 2026
Deadline for vendor clarification questions	13th November 2026 at 4:00 pm
HLSCC response to clarification questions	18th November 2026 at 4:00 pm
Proposal submission deadline	20th November 2026 at 4:00 pm
Notice of intended award	27 November 2026
Purchase order / contract commencement	TBD

11. Submission and Clarification Instructions

Unless amended before issue, proposals should be submitted electronically to procurement@hlscc.edu.vg with the subject line:

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Clarification questions should be submitted to the same procurement contact by the clarification deadline shown in Section 10. Material clarification responses may be circulated to all invited respondents.

12. General Conditions

- HLSCC reserves the right to accept or reject any proposal, in whole or in part, and is not bound to accept the lowest-priced submission.
- HLSCC may cancel, amend, suspend or reissue this RFP subject to applicable procurement requirements.
- Respondents are responsible for all costs associated with preparing and submitting proposals.
- Any material deviation from the RFP requirements must be clearly identified.
- Any confidential information submitted by a respondent should be clearly marked, subject to applicable law and HLSCC procurement obligations.
- Final licensing quantities may be adjusted before award or purchase order where HLSCC validation or Microsoft licensing rules demonstrate that a baseline quantity should change.
- The successful vendor will cooperate with HLSCC in validating final licensing quantities before the order is placed.
- The final issued RFP and resulting award should be reviewed by HLSCC Procurement for alignment with the Public Procurement Act, 2021, applicable regulations and internal procurement requirements.