

REQUEST FOR PROPOSALS (RFP) - RESTRICTED

PROVISION OF MICROSOFT LICENSING AND CLOUD SERVICES

INTRODUCTION

H. Lavity Stoutt Community College (HLSCC) invites proposals from authorised Microsoft resellers operating within the British Virgin Islands for the supply of Microsoft licenses and related cloud services. This is a Restricted Request for Proposals issued in accordance with the Public Procurement Act, 2021.

BACKGROUND AND OBJECTIVES

HLSCC is a premier tertiary institution serving the Virgin Islands and the wider Caribbean. The College is committed to excellence, accountability, and innovation in higher education delivery. HLSCC relies extensively on Microsoft technologies to support teaching, learning, administration and cybersecurity.

The objectives of this RFP are to ensure continuity of Microsoft licensing, engage a compliant local reseller, and establish a scalable and responsive vendor relationship.

SCOPE OF SERVICES:

The selected vendor will supply Microsoft 365, Azure, Windows, Windows Server, SQL Server, security, endpoint management, and other Microsoft-related licenses and services as required.

VENDOR ELIGIBILITY

Only authorised Microsoft resellers licensed to service the British Virgin Islands are eligible to submit proposals under this Restricted RFP.

SUBMISSION REQUIREMENTS

Proposals must include:

- **Company Profile**
- **Proof of Microsoft Authorisation**
- **Service Model**
- **Pricing Structure**
- **References**

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PROCUREMENT TIMELINE

All proposals must be submitted **no later than Thursday, 22 January 2026 at 4:00 p.m.** (Atlantic Standard Time). Vendor selection is expected to take place on 23 January 2026.

SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically to procurement@hlscc.edu.vg by the closing date. Subject line: "RFP – HLSCC Microsoft Licensing and Cloud Services"

EVALUATION

Evaluation will consider authorisation, local presence, experience, responsiveness, an value for money.

GENERAL CONDITIONS

HLSCC reserves the right to accept or reject any proposal and is not bound to accept the lowest-priced submission.