

REQUEST FOR PROPOSAL (RFP)

Cisco Meraki Licensing Subscription Renewal

RFP Number: HLSCC-IT-2026-001

Issue Date: 12 Aug 2026

Proposal Submission Deadline: 2 Weeks (26th Aug 2026)

Issued By:

H. Lavity Stoutt Community College (HLSCC)

Information Technology Department

Pariquita Bay, Tortola, British Virgin Islands

1. INVITATION

H. Lavity Stouff Community College (HLSCC) invites qualified Cisco Authorized Partners and Resellers to submit proposals for the supply of Cisco Meraki subscription licenses for the College's existing Meraki infrastructure.

The purpose of this procurement is to obtain competitive pricing for the renewal and/or procurement of Cisco Meraki licensing subscriptions. No installation, configuration, implementation, or professional services are required under this solicitation.

2. OBJECTIVE

The objective of this Request for Proposal (RFP) is to identify a vendor capable of providing genuine Cisco Meraki subscription licenses at the most competitive pricing while ensuring timely delivery of licensing entitlements.

The College seeks pricing only. Vendors are not required to perform any technical assessments, installation services, or consulting engagements.

3. SCOPE OF WORK

The successful vendor shall:

- Supply genuine Cisco Meraki licensing subscriptions.
- Provide pricing for the required license terms.
- Deliver electronic licensing entitlements directly from Cisco Meraki.
- Ensure licenses are eligible for registration and activation in the College's Cisco Meraki Dashboard.

No other services shall be required.

Specifically, the successful vendor shall not be responsible for:

- Installation
- Deployment
- Configuration
- Migration
- Technical consulting
- Network assessments
- Project management

4. EQUIPMENT INVENTORY REQUEST PROCESS

Due to security and inventory management considerations, the detailed list of Meraki devices requiring licensing will not be published as part of this RFP.

Interested vendors shall request the inventory list by email.

Requests should be submitted to:

Billy Lettsome

Director, Information Technology
H. Lavity Stoutt Community College

Email: blettsome@hlscc.edu.vg

Subject Line:

"Request for Meraki Licensing Inventory – RFP HLSCC-IT-2026-001"

Upon verification of the vendor's status as a Cisco Authorized Reseller or Partner, the College will provide the current inventory list and applicable licensing requirements.

5. ELIGIBILITY REQUIREMENTS

Vendors must:

- Be a Cisco Authorized Partner or Reseller.
- Be authorized to sell Cisco Meraki products and subscriptions.
- Provide proof of authorization upon request.
- Be in good standing with Cisco.

6. PROPOSAL REQUIREMENTS

Proposals must contain the following:

A. Company Information

- Company Name
- Address
- Telephone Number
- Primary Contact Person
- Email Address
- Cisco Partner Status

B. Pricing Proposal

The pricing proposal shall include:

- Cisco SKU Numbers
- License Description
- License Duration
- Unit Price
- Extended Price
- Total Cost

Provide pricing for each applicable subscription term:

- 1-Year
- 3-Year
- 5-Year
- 7-Year
- 10-Year (if available)

Pricing must clearly indicate:

- Any discounts offered
- Applicable taxes
- Currency quoted
- Validity period of the quotation

C. Delivery Information

Vendors shall state:

- Estimated license delivery timeframe
- Method of license delivery
- Cisco entitlement process

7. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Weight
Competitive Pricing	85%
Vendor Eligibility and Authorization	10%
Responsiveness to RFP Requirements	5%

Total: 100%

Award will generally be made to the responsive and responsible vendor offering the best overall value, with primary emphasis on competitive pricing.

8. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically in PDF format.

Submit proposals to:

Email: procurement@hlscc.edu.vg

Subject Line:

"Proposal Submission – Cisco Meraki Licensing RFP HLSCC-IT-2026-001"

Late submissions may not be considered.

9. TERMS AND CONDITIONS

The College reserves the right to:

- Accept or reject any proposal.
- Request clarification from vendors.
- Negotiate pricing were deemed beneficial.
- Award the contract in whole or in part.
- Cancel or reissue this RFP without obligation.

All licensing supplied must be:

- Genuine Cisco Meraki licensing.
- Fully transferable to the College's Meraki Dashboard.
- Free from encumbrances or restrictions.
- Supported by Cisco's licensing policies.

10. QUESTIONS AND CLARIFICATIONS

Questions regarding this RFP shall be submitted in writing to:

Billy Lettsome

Director, Information Technology

H. Lavity Stoutt Community College

blettsome@hlscc.edu.vg

The College may distribute responses to all interested vendors to ensure fairness and transparency throughout the procurement process.