

Trinity Basin Preparatory, Inc.  
A Public Charter School

**Request for Proposals (RFP)  
Competitive Bidding Method  
For Office 365 A5 Licenses**

General

1. Trinity Basin Preparatory, Inc. (“TBP” or “Owner”) is soliciting request for proposals for Quantity of **675** Office 365 A5 annual licenses for Staff, **5100** annual licenses for students, and **88** Windows Server Standard Edition (2 cores) annual licenses.
2. It is the intention of TBP to award the contract to bidder that provides the best value for TBP. Vendors shall propose the equipment as specified or equivalent. The vendor is responsible for providing all materials to meet specifications as presented unless otherwise outlined within this RFP. Trinity Basin Preparatory reserves the right to award some, all, or none of the RFP components and to award to multiple vendors. Trinity Basin Preparatory reserves the right to increase or decrease quantities at any time without prior notification at the provided cost per unit provided in the awarded proposal. Vendors are not guaranteed to be awarded both equipment purchase and installation/implementation services for a single component.
3. For administrative questions regarding this RFP, please contact Manolo Munoz, Network and Systems Specialist, at 214-946-9100 ext. 1057 or [mamunoz@trinitybasin.net](mailto:mamunoz@trinitybasin.net)
4. **Proposals must be received NO LATER THAN 4:00 p.m. on August 27<sup>th</sup> in the administrative office of TBP, 2730 N Hwy 360, Grand Prairie, Texas 75050. If sent by mail or courier, please mark your proposal “RFP— Office 365.” Proposals received after this time will not be accepted.** One original copy of your proposal must be submitted along with one electronic copy on a USB drive. All bid response forms must be provided in hard copy and Microsoft Excel format. No award will be made until Trinity Basin Preparatory has had sufficient time to evaluate the proposals. **Proposals may be modified or withdrawn prior to opening at the due date and time listed above.**
5. **FAXED PROPOSALS WILL NOT BE ACCEPTED.**

## REQUEST FOR PROPOSALS

TBP is seeking to select a bidder to provide 675 Staff licenses and 5100 student licenses for Office 365 A5 along with 88 Windows Server Standard Edition (2 Cores) licenses.

Proposals shall include the information requested in the sequence and format prescribed. In addition to the requested information, submitting organizations may provide supplementary materials further describing their capabilities and experience.

Sealed Proposals (three copies) are to be received by Trinity Basin Preparatory, Inc., 2730 N Hwy 360, Grand Prairie, Texas 75050 to the attention of Manolo Munoz, no later than **4:00 p.m. local time, August 27th, 2021**. If proposals are sent by U.S. mail or courier, please mark it “RFP—Office 365.”

No proposal that is received by TBP after the due date and time will be considered for award. Any late proposals will be returned unopened to the vendor upon request only.

Within 14 days after the date of opening the proposals, TBP will evaluate and rank each proposal submitted in relation to the criteria set forth in the RFP.

Questions about the project and the RFP should be addressed to:

Manolo Munoz, Network and Systems Specialist  
2730 N Hwy 360, Grand Prairie, Texas 75050  
Phone: 214-946-9100 Ext. 1057  
Email: [mamunoz@trinitybasin.net](mailto:mamunoz@trinitybasin.net)

## **PROJECT DESCRIPTION**

TBP is seeking proposals for 675 Staff licenses and 5100 student licenses for Office 365 A5 along with 88 Windows Server Standard Edition (2 Cores) licenses. Licensing should reflect at least an annual (1 year) agreement. In addition, multi-year agreements will also be considered.

## **PROPOSAL RESPONSE GUIDELINES**

A. Bidder's response to this Request for Proposal shall include fully completed proposal for total cost of the project, as described herein.

### **B. DISQUALIFICATION OF PROPOSALS**

The Owner reserves the right to disqualify any proposal and bid without cause. By submission of a proposal, proposers waive any rights to make claim against the Owner, his employee, agents, and consultants related in any way to the submission of the proposal or the Owner's disqualification of any proposal submitted.

### **C. MODIFICATIONS**

No modification to this RFP or the resulting proposals will be considered bona fide unless in writing. Any oral modification must be followed in writing.

### **D. LIFE OF PROPOSAL**

No proposals may be withdrawn for a period of sixty (60) calendar days after the submission date unless there is a material mistake. A bid that has been opened may not be changed to correct an error in the bid price, but a bidder may withdraw a bid due to a material mistake.

## EVALUATION CRITERIA

In determining the offeror that provides the best value, the following are key issues in the Owner's selection decision, in the specific weighting:

Max. Points:

50 - Price

30 - Quality of the vendor's goods or services

10 - Vendor's past relationship with the District

10 - Reputation of the vendor and the vendor's goods or services

**100 Total Maximum points**

## **TERMS OF PROPOSAL**

### **CONFIDENTIAL INFORMATION**

Vendors to the RFP are advised that material contained in their proposals is subject to the Public Information Act and may be viewed and/or copied by any member of the public, including news agencies and competitors.

TBP reserves the right to conduct clarifications to resolve minor issues.

TBP accepts no obligations for costs incurred by vendors responding to this RFP or on being awarded the contract. TBP reserves the right to select a proposal without discussion with the vendors. It is understood that proposals shall become part of TBP's official files. Retention of these proposals does not obligate TBP to any action. TBP reserves the right to reject any and all proposals received.

### **TAXES**

TBP is exempt from state, federal, and local taxes, and will not be responsible for any taxes levied on the company as a result of the contract resulting from this RFP.

### **EQUAL OPPORTUNITY**

It is the public policy of TBP, at all levels of procurement, to promote equal opportunity in employment and in contracting opportunities, and to promote and encourage the participation of Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs), small and other disadvantaged business entities in employment and contracting opportunities involving the State as fully as possible. The term "minority business enterprise" means a business at least 51 percent of which is owned, controlled, and managed by minority group members. TBP, therefore, is committed to pursue such avenues in its employment and contracting activities which will further the goals of this policy.

**NON-COLLUSIVE BIDDING CERTIFICATE**

By submission of this proposal, the bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with another bidder or with any competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor, or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not to submit a proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing on its behalf.
- e) **THE FAILURE TO SIGN THIS CERTIFICATE MAY BE CAUSE FOR YOUR PROPOSAL TO BE REJECTED.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**FELONY CONVICTION NOTIFICATION**

Texas Education Code Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advanced notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business only if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in a conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

**Vendor’s Name:** \_\_\_\_\_

**Authorized Company Official’s Name (Printed):** \_\_\_\_\_

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

**Signature of Company Official:** \_\_\_\_\_

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

**Signature of Company Official:** \_\_\_\_\_

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

\_\_\_\_\_  
**Signature of Company Official:** \_\_\_\_\_