



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762

January 21, 2026

Launa McMillen, Lisa White, and Marie Davis
ePlus Technology, Inc
13595 Dulles Technology Drive
Herndon, VA 20171

Dear Team McMillen,

Subject: Intent to Award for RFP 1911-P
Cisco Equipment and Services

This notice of award is to ePlus Technology, Inc to provide Cisco Equipment and Services for Suffolk Public Schools. Performance of all services and pricing related to this award shall be based on School Board approval and in accordance with RFP 1911-P, and your proposal dated January 13, 2026, all made a part of this award by reference. Contact me if you have any questions or need additional information.

Please return an acknowledge copy of this Intent to Award to the above address within ten (10) calendar days. Thank you and we look forward to working with you.

Sincerely,

Robin Booth, MAOL, VCA
Buyer

Please sign below to acknowledge receipt of the Notice of Award and to agree to the terms of RFP 1911-P and your proposal dated January 13, 2026.

Acknowledge this the _____ day of _____ 2026

By _____ Title _____

Copies: John B. Gordon III, Superintendent
John Littlefield, Director of Technology
Bid File