



April 2006

REQUEST FOR PROPOSALS

Microsoft Licensing

The Rhode Island Society of Technology Educators, also known as RISTE, invites proposals from qualified Microsoft academic resellers for Microsoft licensing and related services as a partner in a Consortium Agreement with Microsoft. For the purpose of this RFP the term 'Consortium' will represent the agreement between Microsoft and RISTE.

RISTE reserves the right to renew or cancel the agreement based on quality of service issues.

RISTE'S IDENTITY AND MISSION

The Rhode Island Society of Technology Educators is a not-for-profit association. It is a registered, tax-exempt institution whose purpose is to promote education technology in Rhode Island K-12 schools. It is dedicated to the improvement of education in Rhode Island through the use of technology. It has a presence on the Internet as www.ri.net/riste.

RISTE's primary membership consists of public K-12 schools district, private-independent K-12 schools and religious K-12 schools. RISTE also has the Rhode Island Department of Education (RIDE) as a member. RISTE is an affiliate of the International Society of Technology Educators (ISTE).

RISTE primarily provides leadership, support and training for K-12 educational technology leaders. The membership meets monthly to discuss business matters, educational practice, and technology. RISTE also facilitates member networking as a means of support. More information is available at <http://www.ri.net/riste/>

REQUEST FOR PROPOSAL

RISTE REQUIREMENTS

1. Offer Microsoft Educational pricing agreement solely to active members with the exception of RIDE. Our membership is consistent with the terms provided by Microsoft at <http://www.microsoft.com/Education/eligible.mspx>.
2. Remain validly organized and exist under the State of Rhode Island.
3. Represent RISTE members to Microsoft in this agreement.

4. Manage regular proactive communication to its participants on all product and program updates through the following measures: (a) regular conference calls (at least one per quarter), (b) current website postings, (c) regular subscribed list serve activity (at least one per quarter), (d) direct mailing, and (e) one annual technology briefing (delivered by Microsoft) to appropriate participating members of the Consortium.

Further RISTE will require the following from Consortium participants:

1. All software under the Consortium will be provided to participants by RISTE.
2. Copies of originally executed Participation Agreements for participants.
3. A certified audit of eligible computer systems and network devices that are covered by the Consortium. Certification is by the individual responsible for software compliancy for the participating organization.

VENDOR QUALIFICATIONS

In order for a vendor to be qualified to submit a proposal, that vendor must:

1. Present proof that it is licensed to do business in the State of Rhode Island.
2. Present proof that it is a Microsoft authorized educational reseller with specific knowledge of the 3.4 School Agreement.
3. Present evidence that it is normally engaged in information technology as a business for more than three consecutive years.
4. Present evidence that the vendor is financially sound.
5. Provide at least three K-12 institution references. (Note: RISTE has the option of contacting all references.)
6. Provide a purchasing process that accommodates RISTE's wide variety of schools and procurement procedures.

For the purposes of the remainder of this RFP a qualified vendor shall be defined as a 'vendor'.

VENDOR SERVICES

The primary obligation of the vendor is to work with Microsoft Corporation to secure software and licensing that is covered under the Consortium. The School Agreement Subscription Pricing sheet found in Appendix B must be filled out. Note that all the products listed in Appendix B must be made available to schools and districts under this agreement. The vendor must work with RISTE by securing certified audits of each Consortium participant before an agreement is signed. The vendor must provide a Participation Agreement based on this audit. The originals of the audit and Participation Agreement must be forwarded to RISTE, and the vendor must hold a copy. The

vendor must provide all necessary software to RISTE. The vendor must provide Consortium participants a welcome kit. The vendor must also provide billing to Consortium participants.

Schools with existing School Agreement Subscriptions may renew under their previous agreement.

Our membership ranges from large districts with large and knowledgeable IT staffing to individual schools with little or no staffing. Licensing rules, hardware requirement versus best practice, deployment strategies, implementation and support present continuing challenges to our members. Therefore, it is important that the vendor provides a dedicated account representative. The dedicated account representative must be identified along with information that demonstrates his/her qualifications to lead the work. By submitting a proposal, the organization agrees that RISTE will have the right to approve or deny substitutions of personnel during the term of the project.

BINDER

Four copies of the proposal, each in a 3-ring binder, must be submitted. The total number of pages must be limited to ten plus any addenda. Each section must have a labeled tab. The sections contain the following:

Title Page: The title page includes the heading: “RISTE Vendor Consortium Proposal”, legal corporate name, mailing information and telephone information for Corporate and local vendor; contact information including phone, cell, fax and email address.

Tab 1: The Request for Proposal: The entire RFP must be included with initials at the bottom of each page indicating that the page has been read and understood.

Tab 2: Vendor Qualification: All the material requested in the RFP under the title Vendor Qualification must be submitted here.

Tab 3: Microsoft Consortium Agreement: A description of the services and pricing must be included here. This agreement is made with RISTE not with any individual Consortium participants. Appendix B must be included.

Tab 4: Related Services: A list of all services, description of services and pricing schedule that the vendor will provide to Consortium participants on an individual basis. There must be included a statement that Consortium participants may choose from among these services.

Tab 5: Communication and Partnership: A signed statement attesting to the willingness of the vendor to communicate with RISTE and Consortium participants on changes or updates in licensing and software and to monitor and react to related needs of Consortium participants. The vendor assigned dedicated account representative should be included in this statement.

Tab 6: Agreement: A final statement by authorized signers. This should include wording similar to the following: “In submitting this proposal, the Vendor agrees to the terms and conditions of

the Request for Proposal including all sections. If this proposal is signed by a partner, the person hereby states that he/she has the authority to bind the partnership; if this is signed by an authorized corporate employee, that person hereby states that he/she has the authority to bind the corporation.”

Submitted by: _____
Title _____
Company _____
Date _____

PROCEDURES, SUBMISSION DATE, AND CONTACTS

Questions regarding this proposal must be submitted electronically to the RISTE Contact by email at RISTE@ride.ri.net. Questions and answers will be posted at www.ri.net/riste/bidspecs/.

All proposals must be submitted in person or by mail to RISTE, Lee Rabbitt, 120 Fairway Drive, North Kingstown, RI 02852 by 10:00 AM on Friday, April 28, 2006. Any proposal submitted after this date and time will not be eligible for award. A public opening will be held at 646 Camp Avenue in the small conference room at 12:00 PM. At this time vendors may be present to review competing submissions. A copy of this technical review is provided in Appendix A. All proposals that have passed the technical review will be presented and voted on by the RISTE Board of Directors at their May 2, 2006 annual meeting. At this time the Board will either award the contract to a vendor or reject all proposals. The results of this vote will be posted at www.ri.net/riste/bidspecs.

If a vendor has been awarded the Consortium Agreement with RISTE, a representative will be contacted or may contact RISTE at the above email to work out implementation of the proposal.

APPENDIX A
TECHNICAL COMPLIANCE REVIEW

	The proposals was submitted in person or by mail to RISTE by 12:00 PM on XXXXX
	Four, three-ringed binder were submitted. Appropriate tabs are included.
	The title page includes the heading: "RISTE Vendor Consortium Proposal", legal corporate name, mailing information and telephone information for Corporate and local vendor; contact information including phone, cell, fax and email address.
	The entire RFP is included with initials at the bottom of each page.
	Evidence of compliance with state purchasing requirements in Rhode Island.
	There is proof that the vendor is a Microsoft authorized educational reseller with knowledge of Microsoft 3.4 Agreement.
	There is evidence that the vendor is normally engaged in information technology as a business for more that three consecutive years.
	There is evidence that the vendor is financially sound.
	There are at least three K-12 institution references.
	A listing is given of the services and pricing for RISTE to support the Consortium. The list of RISTE services includes: (a) securing certified audits of each Consortium participants, (b) willingness to provide a Participation Agreement to Consortium participants, (c) agreement to forward originals of the audit and Participation Agreement to RISTE and hold a copy of these documents, (d) providing RISTE with all Consortium related software, (e) providing and distributing copies of all Consortium related software to Consortium participants, and (f) provide billing to Consortium participants for Consortium licensing.
	A statement of the willingness of the vendor to communicate with RISTE and Consortium participants on changes or updates in licensing and software and to monitor and react to related needs of Consortium participants. In addition, the vendor will provide a dedicated account representative.
	Statement of agreement with the terms and conditions of the Request for Proposal with a signature by an authorized employee is included. This must be or paraphrase the statement in this proposal.

APPENDIX B

Please be sure to include pricing for all available products, including but not limited to, the list of application, system and client access licenses below. In addition, please include pricing for available server products.

INSTITUTIONAL PRICING

	Level B (> 2,500 PCs)
Office, Core CALs & Windows Upg. Package	
Office	
Core CAL	
Windows Upgrade	
FrontPage	
Project	
SQL Server CAL	
Visio Pro	
ECS CAL	
Encarta Reference Suite	
Visual Studio Pro	
Press Win	
Press Web Publish	