



REQUEST FOR PROPOSALS FOR A MICROSOFT ENTERPRISE AGREEMENT

**LICENSING SOLUTIONS PROVIDER (LSP) FOR LOCAL GOVERNMENT
MICROSOFT ENTERPRISE AGREEMENT & ADOBE LARGE GOVERNMENT AGENCY**

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SECTION 1: EXECUTIVE SUMMARY

1.1: PURPOSE

The County Commissioners Association of Pennsylvania ("CCAP") is requesting proposals from entities with the ability to act as an authorized Licensing Solutions Partner ("LSP") for Microsoft and Adobe products. The CCAP is acting on behalf of all sixty-seven (67) counties of Pennsylvania and their affiliated local government entities. The CCAP and Microsoft have entered into a customized Enterprise Agreement that has met the needs of counties and their affiliated local government entities, to acquire software licenses. The agreement includes a Sub250 provision which allows a minimum of 250 users/devices. The successful LSP will enter into an agreement with CCAP with an initial term of 3 years and renewal terms that are commensurate with CCAP's Microsoft Enterprise Agreement.

In addition, the LSP will be the preferred reseller of the CCAP for county customers, local government affiliates and other government entities that are seeking to procure subscription-based Adobe products through the CCAP's Large Government Agreement (LGA).

Proposals submitted in accordance with this request for proposals will be evaluated by the CCAP and a Technology subcommittee. CCAP reserves the right, where it may serve the CCAP best interest, to request additional information or clarification from LSPs, or to allow for corrections, errors or omissions.

LSPs should be aware that upon awarding the contract to the successful LSP, the terms of the contract may become public information. LSPs are welcome to submit a redacted version of their proposal that can be shared publicly if required.

The CCAP reserves the right to retain all proposals submitted and to use any ideas or language found in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the LSP of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and not in conflict with the Enterprise Agreement between the CCAP and Microsoft.

There is no expressed or implied obligation for the CCAP to reimburse responding organizations for any expenses incurred in preparing proposals in response to this request.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the work. While these dates are subject to change, prospective offerors must be prepared to meet them as they currently stand.

It is anticipated that the CCAP will select the LSP by April 1st, 2026. CCAP intends to enter into a formal agreement with the LSP by June 30th, 2026. In the event there is a processing delay, extensions may be granted by both parties.

1.2: BACKGROUND

The County Commissioners Association of Pennsylvania (CCAP) is the voice of county government; a statewide, nonprofit, nonpartisan Association representing all 67 counties in Pennsylvania. CCAP members include the county commissioners, council members, county executives, administrators, chief clerks and solicitors.

CCAP strengthens the counties' abilities to govern their own affairs and to improve the well-being and quality of life for every Pennsylvania resident. It advocates for favorable state and federal legislation, programs and policies on behalf of counties. CCAP is committed to service excellence through education, information, insurance, technology and other programs that support effective county government.

CCAP's legislative and regulatory policies promote flexibility and autonomy for county government. CCAP supports county leadership that is responsive to the needs and circumstances of the people. CCAP stands against state and federal actions that limit fiscal, administrative or programmatic authority over those developed locally.

Founded in 1886, CCAP is an affiliate of the National Association of Counties.

1.3: TERM OF MICROSOFT ENTERPRISE AGREEMENT

The 3-year contract would begin on 7/1/2026, with the expiration date of CCAP's current Enterprise Agreement, and would expire on 7/1/2029, subject to regular review by CCAP, satisfactory negotiation of terms, and the availability of funds and for an anticipated three (3) year initial term and possible renewal terms commensurate with the terms of the Enterprise agreement between Microsoft and CCAP.

1.4: SUBCONTRACTING

The LSP shall not be permitted to subcontract the licensing functions which it facilitates pursuant to the Enterprise Agreement between Microsoft and CCAP, though subcontracting of other services (training, support, etc.) may be permitted when approved in writing by CCAP.

1.5: LSP RESPONSIBILITIES

The selected LSP will be required to assume responsibility for all services offered in the proposal, whether or not offered by the LSP or a permitted subcontractor. Further, the CCAP will consider the selected LSP to be the sole point of contact for matters related to Microsoft agreements and licensing.

The CCAP shall require that the LSP chosen be Microsoft certified, meet Microsoft terms and conditions, including performance bond requirements, and agree to CCAP terms and conditions in a formal agreement with CCAP.

SECTION 2: NATURE OF SERVICES REQUIRED

2.1: PRODUCTS

Microsoft

The goal of the Microsoft Enterprise Agreement is to provide the CCAP, counties, and other local government entities, reduced rates through Microsoft's level D pricing structure. As of the posting date of this RFP, CCAP currently has 73 customers.

The Enterprise Agreement covers all Microsoft products, platforms and services included in the Enterprise Enrollment including but not limited to on-premises; cloud-based solutions, server and application pools, subscription services and licensing options.

The proposal should describe licensing features, ongoing support, renewal options, and the total cost of purchasing the products and quantities listed below.

This is not a comprehensive list of all products/licenses on the current contract.

Product Title	Total Licenses
Microsoft 365 G3 GCC	88
Microsoft Defender Suite GCC	3
Microsoft Intune Plan 1 Device for Government	42
Microsoft Teams Audio Conferencing with dial-out to USA/CAN for GCC	88
Microsoft Teams Calling Plan pay-as-you-go (country zone 1) for GCC	1
Microsoft Teams Domestic Calling Plan (120 min) for GCC	80
Microsoft Teams Phone Resource Account for GCC	50
Microsoft Teams Phone Standard for GCC	80
Power Apps Premium for Government	1
Power Automate per user plan for Government	1
Power BI Pro for GCC	2
Win OLS Activation User G3 GCC	88

Adobe

CCAP and Adobe have established an LGA (Large Government Agency) program to link all LGA/VIP agreements in the state. Counties, along with any local government agency in Pennsylvania, can benefit from volume discount licensing (currently Level 9) as more customers join the program. Although customers can choose to work with any reseller, the selected LSP will be the preferred reseller for CCAP.

Other IT Services

CCAP participating agencies may procure other (IT) Services through the LSP. These include assistance with Microsoft deployment as well as any technology-based (IT) services; training and/or consulting services required by the CCAP participating agencies. This allows for either fixed price, deliverables-based IT services projects or Time & Materials (T&M) type services based on agency negotiations with the LSP. All services must be accompanied by a Statement of Work from LSP and signed by both the CCAP participating agency and the LSP providing the services work. The Statement of Work shall state that it incorporates the terms of the Agreement and, regardless of whether stated, shall so incorporate the terms of the Agreement.

2.2: SERVICES AND PRICING

The LSP will follow the processes and procedures in the Microsoft Master Enterprise Agreement and Adobe LGA along with all related processes, amendments, content and references.

The following services should be included with no additional fees.

- The LSP shall facilitate enrollees' access to Microsoft's Admin Center within ten working days of the start of LSP's services.
- The LSP will resource subject matter experts when questions arise regarding the licensing of cloud-based solutions that require state, federal, and industry regulatory compliance requirements.
- The LSP shall provide at least an annual summary and roadmap of the Microsoft products and licenses to the CCAP and the enrollees on the agreement.
- The LSP shall provide the CCAP and enrollees with access to a local/outside Microsoft Account Executive as needed and must have resources that can provide product knowledge and features advisement, when necessary, to the extent of coordination of sessions with subject matter experts, to increase knowledge and ensure full understanding of the enrollment levels and Microsoft licensing compliance.
- Primary Account Executive: enrollees are to have 24x7 access to an account executive who is expert /knowledgeable in Microsoft licensing and products. The primary account executive will assist enrollees with licensing understanding, advisement, procurement, monitoring and representation, including but not limited to:
 - a. Accurate, timely, enrollment completion; including providing a written process for distribution to CCAP/enrollee
 - b. Product needs

- c. Ordering process and monitoring
- d. Assistance with product use rights
- e. Licensing compliance knowledge and information
- f. At least one face-to-face or virtual visit per year with each enrollee to gain understanding of product needs and IT infrastructure
- g. Provide services and representation in the best interest of the enrollees with regards to communications and support between Microsoft, the LSP and the CCAP
- h. The ability to request that the primary account executive remain as such designation throughout the agreement (including the possible three-year extended agreement) and the ability to request for a new account executive if the need arises
- i. Proactive in communicating and recommending the best licensing model methods of purchasing Microsoft licensing within the confines of the enrollment
- j. Professional and seasoned communication skills

A secondary account executive shall provide 24x7 support to enrollees when the primary account executive is not available. The secondary account executive should be able to perform the same services at the same level and requirements as the Primary Account Executive as referenced above under "Valued Added Services and Fees" items a through j.

The CCAP can request a different executive account manager at any time due to unsatisfactory performance that does not comply with the responsibilities of the agreement. There should be no gap in service if/when account executives are changed.

PRICING

Under this agreement, pricing shall be based on a Cost-Plus Model, meaning the LSP will invoice participating entities at the actual Microsoft-published cost (as validated under the Enterprise Agreement) plus the agreed-upon percentage or fixed fee for services, account management, and support.

The cost-plus fee must be transparent and itemized on all invoices and proposal submissions. The LSP may not charge any additional hidden fees, surcharges, or costs beyond those disclosed and approved in the final agreement.

In addition, the LSP shall be responsible for collecting and submitting an Administrative Fee equivalent to (2.5%) of total sales made under this contract. The rate or terms of this fee may be negotiated as part of the final agreement. This fee supports contract management, reporting, and cooperative administration and shall be remitted quarterly based on actual reported sales including but not limited to; support and all other products and service fees incurred by enrollees under the Microsoft Enterprise Agreement, Adobe LGA and Other IT Services defined in Section 2.1.

The Administrative Fee shall not increase end-user costs beyond the total approved cost-plus price and must be included within all quoted and invoiced amounts.

In addition, the LSP will be expected to:

1. Provide for the ability to bill enrolled municipalities or other government entities separately if desired.
2. Offer flexible payment options, such as an installment plan, to enrollees.
3. Disclose fees related to providing services to enrollees that are outside the scope of this agreement, such as travel expenses, for any other IT related service engagements.

2.3: DELIVERABLES

Quarterly and monthly status reports on product sales as well as issues associated with enrollees, will be provided to the CCAP.

The LSP will also provide an Escalation Process document for distribution to all existing and new enrollees, including all necessary contact information.

The LSP shall provide a comprehensive transition schedule and cooperative work plan to ensure continuity of service and compliance with Microsoft requirements should the current Microsoft enrollee licensing be transitioned to another LSP.

2.4: RENEWAL PRICING

Six months prior to the end of the Enterprise Agreement, the LSP will provide the CCAP the renewal pricing and terms for all products.

SECTION 3: SCOPE OF WORK

3.1: LSP RESPONSIBILITIES

The CCAP desires the LSP to perform enrollment and licensing activities and to provide reports of its activities with enrolled entities. It is the responsibility of the LSP to assign certified experts (Microsoft and Adobe) as a support to the account. It is also the responsibility of the LSP to assign a primary account executive and a secondary account representative to provide the following activities and reports.

This is not an all-inclusive list.

- All services referenced in Sections 2.2, 2.3, and 2.4.
- Summary of current enrollments and activities on a monthly and quarterly basis.
- Proactive services, such as communicating any changes in licensing or product pricing applicable to local government.
- Documented workflow process for handling a new enrollee, including all contact information.
- Provide all account representative contacts and contact information, and the process for any annual or renewal processes.
- Notification to Microsoft & the CCAP when communications are initiated.
- Copy to the CCAP of all communications with Microsoft.
- Copy to the CCAP of renewal information, including a copy of the final quote.
- Copy to the CCAP of all new benefits, if applicable.
- Educate users on products; provide use case scenarios and share opportunities to enhance knowledge; send monthly updates regarding changes in products, pricing, etc. along with upcoming webinars related to Microsoft or Adobe products and services.
- Provide education on how the enrollee manages the Microsoft Admin Center, Azure, and other online services such as Visual Studio and Adobe.
- Support and product knowledge for all Microsoft Products, including those in the systems, server, application pools, and subscription services.
- Support and product knowledge for Adobe subscription-based services and products.
- Live person access through a toll- free number (no voicemail), M-F 8:00-5:00; this is in addition to the specified requirements around the Primary and Secondary Account Executives.
- 24x7 Email or phone access to the Primary Account Executive or Secondary Account Executive.
- Same day response, unless a shorter timeframe is requested due to priority situations.
- Provide on-site and/or virtual support to CCAP as needed during any transitions to the new EA.

3.2: CCAP RESPONSIBILITIES

- Conduct a kickoff meeting with staff to review the new Microsoft Enterprise Agreement, discuss customer contact procedures, review escalation process and transition schedule, if applicable.
- Establish a monthly cadence with LSP to monitor sales performance and assist with outreach to enrollees and prospective customers.
- Work with LSP to communicate updates to enrollees on such items as changes to Microsoft Admin Center, Microsoft and Adobe Product lines, Microsoft and Adobe pricing, etc.
- Collaborate with LSP to communicate trainings, webinars and other resources related to Microsoft and Adobe products and services.
- Provide a dedicated technology staff person to interface with the LSP, current enrollees and prospective customers.
- Conduct an annual customer satisfaction survey and share the results as feedback to improve customer service provided by the CCAP and LSP assigned staff.
- CCAP will recognize the LSP as an “Enterprise Partner” and will offer several marketing opportunities to network with CCAP members from across the Commonwealth. The terms and conditions of the endorsement, including the respective rights, responsibilities, liabilities, and indemnifications of CCAP and the Enterprise Partner, shall be contractually specified, and may include appropriate marketing, royalty, and recognition incentives.

A Service Level Agreement (SLA) will be attached to the final contract between the LSP and the CCAP incorporating the responsibilities of both parties.

3.3: DOCUMENTATION RETENTION

All documents, including licensing, documentation, reports, and working papers must be retained, at the LSP's expense, for a minimum of five (5) years, unless the organization is notified in writing by the CCAP of the need to extend the retention period. The LSP will be required to make all such documents available, upon request, to the CCAP and the designated representative of each enrolled entity.

3.4: INTELLECTUAL PROPERTY AND CONTENT RIGHTS

All proposals and related materials submitted in response to this Request for Proposals, together with any reports, documents, data, or other writings prepared in connection with the implementation of a contract with the selected Licensing Solution Provider (LSP), including, but not limited to, those referenced in Sections 1.1, 2.1 through 2.4, 3.5, and 4.1 through 4.3, along with all associated intellectual property rights and other intangible property rights in and to the

contents, formats, and data contained therein, shall become and remain the sole property of the CCAP.

Any party submitting a proposal in response to this Request for Proposals agrees to transfer all such rights to the CCAP. To the extent that any such rights are not automatically transferred by operation of law, the LSP shall execute any documents and take any actions necessary to effectuate or confirm such transfer.

3.5: AMENDMENTS

The LSP must comply with any amendments that are added to the master enterprise agreement through the full term of the contract, including any renewal awarded to the initial three-year term.

3.6: TIME REQUIREMENTS

The following is a list of key dates up to and including the date proposals are to be submitted; failure to meet these deadlines will disqualify the proposal.

Deadline for Written Questions	1/16/2026
Proposal Closing	1/30/2026
Proposal Presentations at CCAP Headquarters	2/18/2026
Contract Negotiations	2/19/2026-3/31/2026
Announcement of Selected LSP	4/1/2026

3.7: EARLY TERMINATION

The CCAP reserves the right to terminate the LSP if it fails to perform its obligations under the Enterprise Agreement to the CCAP's reasonable satisfaction and such failure is not cured within 30 days after written notice is given to the LSP by the CCAP specifying such failure.

SECTION 4: PROPOSAL REQUIREMENTS

4.1: QUESTIONS

Inquiries concerning the content of this request for proposals must be emailed by 4:00 pm EST on January 16th, 2026, and directed to:

Kimberly Ade, Manager of County Technology Programs
County Commissioners Association of Pennsylvania
Email: kade@pacounties.org

4.2: SUBMISSION OF PROPOSALS

The following material is required to be received via email by 4:00 pm EST on January 30th, 2026 for an organization to be considered. LSPs should email both the proposal and the budget in two separate pdf files **to Kimberly Ade, kade@pacounties.org**.

- Title page showing the request for proposals' subject; the organization's name; the name, address, and telephone number of a contact person; and the date of the proposal.
- Table of Contents
- Transmittal Letter - A signed letter of transmittal briefly stating the LSP's understanding of the work to be done, the commitment to perform the work within the time period, a statement about why the organization believes itself to be qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for 90 days.
- All proposals must provide credentials of individual(s) working on the project.
- Detailed Proposal - The detailed proposal should follow the order set forth in Section 5 of this request for proposals.
- Executed copies of LSP Warranties attached to this request for proposals (Appendix A).

RESPONSE TO THIS REQUEST FOR PROPOSALS DOES NOT BIND CCAP TO A CONTRACT WITH A LSP. CCAP WILL NOT REIMBURSE LSPS FOR ANY PREPARATION INVOLVED IN RESPONSE TO THIS REQUEST FOR PROPOSALS.

SECTION 5: REQUIREMENTS FOR TECHNICAL PROPOSAL

The purpose of the technical proposal is to demonstrate the qualifications, competence, and capacity of each organization seeking to undertake the services in conformity with the requirements of this request for proposals. As such, the substance of a proposal will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the organization and of the particular staff to be assigned to this engagement. It should also specify an approach that will meet the request for proposals requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The technical proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed budget). The proposal should be prepared simply and economically, providing a straightforward, concise description of the LSP's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items a. through j, must be included. They represent the criteria against which the proposal will be evaluated.

5.1: NONDISCRIMINATION CLAUSE

The organization must state its intent to abide by the CCAP's nondiscrimination policy (Appendix B). This policy will become part of the final agreement with the organization.

5.2: US DOMESTIC ON-SHORE SUPPORT

Documentation verifying that all support is on shore; covered by the laws of the United States of America, the triage process should be included as well, with a minimum of 24-hour response time. (Appendix C)

5.3: STANDARD ENTERPRISE AGREEMENT

The organization should provide an affirmative statement that it will agree to adhere to the terms of the Enterprise Agreement between the CCAP and Microsoft provided that it substantially conforms to the Standard Microsoft Enterprise Agreement. (Appendix D)

5.4: MICROSOFT PARTNER STATUS, ACHIEVEMENTS AND REFERENCES

Respondents shall provide documentation of Microsoft Partner Status along with the following (Appendix E):

- Include certifications, awards, or recognitions that demonstrate your licensing expertise and credibility

- Include certifications of account managers and representatives (e.g., Microsoft Certified: Licensing Specialist, MCT, or equivalent)
- Resumes of proposed representatives that will be assigned as the Licensing Specialist and the backup Account Representative

5.5: ESCALATION PROCEDURES

The organization should provide escalation procedures used in similar agreements to address enrollee and the CCAP questions, concerns, or problems that arise throughout the agreement. (Appendix F)

- Levels of escalation and response time commitments
- Contact information for escalation points
- Procedures for handling urgent licensing or compliance matters

5.6: TRANSITION OF MICROSOFT LICENSING

The proposal should set forth a work plan, including an explanation of the methodology to be followed, to perform the services required in this request for proposals. LSPs will be required to provide the following information on their approach (Appendix G):

- Proposed schedule for implementation of the Enterprise Agreement administration including transition of licenses and services from current LSP, if applicable.
- Level of staff and number of hours to be assigned to each proposed service of the Enterprise Agreement
- A list of deliverables and a timeline for meeting the deliverables
- A format for reports, including the final report format

5.7: ORGANIZATIONAL EXPERIENCE

Respondents should answer the following questions regarding experience with handling administration of Enterprise Agreements with government entities, along with applicable compliance requirements to distribute as deemed by Microsoft. (Appendix H)

- 1) What are the advantages (pricing, value-adds) of an EA versus purchasing direct?
- 2) Provide examples of Microsoft Enterprise Agreements or other licensing contracts your organization currently manages for government clients. Include agreement types (EA, MPSA, CSP), approximate seat counts, and contract value ranges (if available).
- 3) What tools or services are provided to simplify license management?
- 4) How do you assist government clients with licensing optimization and cost management over the term of their agreement?

- 5) What is your experience handling Sub250 enrollments or other specialized licensing for small government entities?
- 6) How do you communicate changes in Microsoft licensing programs or price adjustments that may impact public sector agreements?
- 7) How do you measure customer satisfaction, and what improvements have you made based on government client feedback?
- 8) Can you provide references from other government agencies for whom you've implemented Microsoft licensing solutions?
- 9) What is your experience in helping government clients meet specific compliance requirements such as FedRAMP, CJIS, or IRS 1075?
- 10) How does your company support hybrid or cloud environments (e.g., Microsoft 365, Azure, or Dynamics 365) within government licensing agreements?

5.8: REPORT FORMAT

- The proposal should include sample formats for required reports.
- NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

5.9: BUDGET/DOLLAR COST

The dollar cost schedule should contain all pricing information that relates to performing each segment of the enterprise agreement as described in this request for proposals along with a markup/fee structure and all projected itemized costs. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses as stated in Section 2.2.

The CCAP will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the dollar cost bid should include the following information:

- a. Name of organization
- b. Certification that the person signing the proposal is entitled to represent the organization, empowered to submit the proposal and authorized to sign an enterprise agreement with the CCAP
- c. Manner of Payment
- d. Payments will be made in quarterly installments beginning on the enrollment date unless other installment arrangements have been made in accordance with Section 2.2 and the master agreement and related documents, such as the enrollment forms or amendments.

SECTION 6: EVALUATION PROCEDURES

6.1: EVALUATORS

Proposals will be evaluated by the CCAP' staff and the CCAP Technical Subcommittee consisting of county and state IT representatives. The CCAP reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

6.2: EVALUATION CRITERIA

The following represent the principal selection criteria which will be considered during the evaluation process: 45% will be weighed on price, 25% on services, 20% on customer relations, and 10% on other general criteria.

Pricing – 45%

- Competitive market pricing will be an important factor in the selection of the LSP.

Services – 25%

- Type and extent of licensing specialist support to be used in the implementation of the Enterprise Agreement
- Service Delivery
- Trouble Resolution
- Value Added Services, including and beyond scope of RFP
- Procurement Accountability {Pre-sales, sales, accounting, invoicing, quotes, licensing, documentation, planning, and key contacts}

Customer Relations – 20%

- Accessibility of primary and secondary account executives
- Reports & meetings
- Adequacy of proposed staffing plan for various services of the agreement
- Adequacy and demonstrated knowledge of licensing support

Other – 10%

- Experience of the firm with similar agreements
- Estimated effectiveness of plan submitted to work with and coordinate efforts with individual enrollment representatives
- Realistic timelines for deliverables
- Written / verbal endorsements supporting the firm

6.3: ORAL PRESENTATION

During the evaluation process, the CCAP may, at its discretion, request any one or all organizations to make oral presentations. Such presentations will provide organizations with an opportunity to answer any questions the CCAP may have on an organization's proposal. Not all organizations may be asked to make such oral presentations.

6.4: FINAL SELECTION AND AWARD DISTRIBUTION

The CCAP is issuing a Request for Proposals to various LSPs. The CCAP will award the Enterprise Agreement based upon competitive applications which will specifically identify activities and services to be performed, as well as competitive pricing of products.

It is anticipated that the LSP will be selected by the CCAP on or before April 1st, 2026. Following notification of the organization selected, it is expected an enterprise agreement will be executed between both parties by June 30th, 2026. The prevailing LSP's proposal may become part of the final contract with the LSP.

6.5: RIGHT TO REJECT / NEGOTIATE PROPOSALS

Submission of a proposal indicates acceptance by the organization of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the enterprise agreement between the CCAP and the organization selected.

The CCAP reserves the right to negotiate the budget with any organization submitting a proposal at any time prior to the execution of an enterprise agreement.

The CCAP reserves the right without prejudice to reject any or all proposals.

APPENDIX A: LSP WARRANTIES

- I. LSP warrants that in the preparation of its proposal and in the performance of its services if it is awarded the contract it shall comply with all relevant local, state and federal laws, rules or regulations.
- II. LSP warrants that it shall perform the services required in the enterprise agreement or any other agreement entered into with the CCAP pursuant to this RFP in a timely, professional and workmanlike manner in accordance with industry best practices and standards and using competent personnel having expertise suitable to their assignments
- III. LSP warrants that it will not delegate or engage any third party or subcontractor to perform any of its obligations or duties under the enterprise agreement or any other agreement with the CCAP pertaining to the subject matter of this RFP without the prior written consent of the CCAP which consent the CCAP may give in its sole discretion.
- IV. LSP warrants that all information provided by it in connection with this proposal is true and accurate.
- V. LSP warrants that it has all rights including all third party certifications, licenses and permissions necessary to perform the services required in the enterprise agreement or any other agreement entered into with the CCAP pursuant to this RFP and that its performance of those services does not and will not infringe, or constitute an infringement or misappropriation of, any intellectual property right of the CCAP, Microsoft, Adobe, or any other third party.

Name of Business

Phone Number

Business Address

City

State

Zip

Primary Contact

Primary Contact Email Address

Witness

Date

(SEAL)

Individual Principal

PARTNERSHIP

Witness

Partner

(SEAL)

Witness

Partner

(SEAL)

CORPORATION ATTESTATION

President

Secretary

(SEAL)

APPENDIX B: NONDISCRIMINATION POLICY

The LSP shall not discriminate in its recruiting, hiring, promotion, demotion, or termination practices on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical conditions, marital status, age or sex in the performance of this contract, and, to the extent they shall apply with the provisions of the Pennsylvania Code and the Federal Civil Rights Act of 1964 (P.L 88-352).

Pursuant to federal regulations promulgated under the authority of The Americans With Disabilities Act, 28 C.F.R. para. 35.101 et seq., the LSP understands and agrees that it shall not cause any individual with a disability to be excluded from participation in this Contract or from activities provided for under this Contract on the basis of the disability.

APPENDIX C: US DOMESTIC ON-SHORE SUPPORT

APPENDIX D: STANDARD ENTERPRISE AGREEMENT AFFIRMATIVE STATEMENT

APPENDIX E: MICROSOFT PARTNER STATUS & SUPPORTING DOCUMENTATION

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