



West Virginia Parkways Authority

REQUEST FOR QUOTATION

The West Virginia Parkways Authority will receive bids for the following:

Microsoft 365 Business Premium

Bids will be received at the office of the WV Parkways Authority, Beckley South Building, 374 George St, Beckley, WV, until **2 PM on Friday, October 24, 2025.**

If bids are mailed via U.S. Postal Service regular mail, they must be addressed to: Attn: Director of Purchasing, WV Parkways Authority, 374 George St, Beckley, WV 25801. Please note that mail is picked up by the Authority once daily between 12 PM and 2:00 PM.

Bids delivered via Drop-Off, Express Mail One-Day Service, Federal Express (FedEx), United Parcel Service (UPS), or similar services must also be sent to the above address, with attention to Director of Purchasing.

It shall be the bidders' responsibility to determine their method of transmittal such that their bids will arrive in the Authority's office at least 5 minutes prior to the scheduled bid opening. Bids received in the Authority's office after the scheduled opening will be returned to the bidder unopened. All proposals must be enclosed in a sealed envelope bearing the name and address of the bidder and must be marked "Microsoft 365 Business Premium". FAX OR EMAILED BIDS WILL NOT BE ACCEPTED.

Specifications are available at www.wvturnpike.com

The Parkways Authority reserves the right to reject any and/or all bids. Prospective vendors are responsible for all toll charges incurred while providing goods or services to the West Virginia Parkways Authority. The WVPA is an Equal Opportunity Employer.

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1.0 REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of such Vendor's bid.

1.1 Questions: All questions must be submitted in writing. Questions regarding this RFQ should be directed to Wesley Vandall, Director of Purchasing, Phone 304 932-0799, fax 304 256-6674 or email: wvandall@wvturnpike.com. Deadline to submit written questions: **Thursday, October 16, 2025 by 2 PM EST**. Non-written discussions, conversations, or questions and answers regarding this solicitation are preliminary in nature and are nonbinding. Submitted emails should have the proposal solicitation name in the subject line. Only information issued in writing and added to the Solicitation by an official written addendum is binding.

1.2 Registration: Prior to contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division www.wvoasis.gov, WV Secretary of State, WV State Tax Department, as applicable, and any other entities as necessary. Each of these entities has different fees that may be applicable to their respective registration requirements.

1.3 No Debt Certification: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

1.4 Traditional Vendor Preference: Vendors that meet certain requirements are entitled to a price preference when bidding on 1) motor vehicles and 2) construction and maintenance equipment and machinery used in highway and other infrastructure projects. Vendors must request the preference in writing at the time of bid submission and provide (at the time of bid submission) all documentation necessary to prove its entitlement to the preference requested to be eligible. This preference is applied by increasing the bids of other vendors in comparison with the preference recipient.

1.5 Reciprocal Preference: The state of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W.Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia.

In order to receive the reciprocal preference, vendors must identify themselves as a West Virginia vendor, provide (at the time of bid submission) all documentation required by W. Va. CSR § 148-1-6.4.d.1. to prove its status as a resident of West Virginia, and request in writing (at the time of bid submission) that reciprocal preference be applied. The required documentation must include, but is not limited to:

- A. A Certificate of Good Standing from the West Virginia Tax Division;
- B. Documentation filed with the Secretary of State showing the state of incorporation, the address of all officers, the corporate headquarters, the address of the principal place of business, and other pertinent information. Entities not required to file with the Secretary of State may provide an affidavit confirming that the headquarters or principal place of business is in West Virginia, along with a copy of a utility bill in the name of the business entity;
- C. A copy of the most recent personal property tax ticket showing taxes have been paid; and
- D. An affidavit confirming that the business entity has paid all applicable business taxes imposed by Chapter 11 of the West Virginia Code.

1.6 SWAM Preference: A non-resident vendor certified as a small, women owned, or minority-owned (SWAM) business, pursuant to W. Va. Code § 5A-359, shall be provided the same preference made available to any resident vendor. The SWAM rules found in W. Va. § 148 C.S.R. 22-9 further explain that a non-resident SWAM business will receive the highest preference made available to a resident vendor in the solicitation for which the SWAM business has submitted a bid. In order to obtain this preference, however, a non-resident SWAM business must identify itself as such in writing with the bid and must be properly certified under the rules governing certification pursuant in W. Va. § 148 C.S.R. 22-1 et seq.

General Terms and Conditions West Virginia Parkways Authority

1. CONTRACTUAL AGREEMENT: Issuance of a Purchase Order signed by the Agency constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this contract.

2. DEFINITIONS: As used in this Solicitation / Contract, the following terms shall have the meanings attribute to them below. Additional definitions may be found in the specifications included with this Solicitation / Contract.

2.1 "Agency" means the agency, board, commission, or other entity of the State of West Virginia That is identified on the first page of the Solicitation.

2.2 "Contract" means the binding agreement that is entered into between the State and Vendor To provide the goods and services requested in the Solicitation.

2.3 "Director" means the Director of the West Virginia Parkways Authority (WVPA), Purchasing Division.

2.4 "Purchasing Division" means the West Virginia Parkways Authority, Purchasing Division.

2.5 "Purchase Order" means the document signed by the Agency, that identifies the Vendor as the successful Bidder and contract holder.

2.6 "Solicitation" means the official solicitation published by the WVPA and Identified by the name of the solicitation.

2.7 "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires; including the West Virginia Parkways Authority.

2.8 "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the Entity that has been selected as the lowest responsible bidder, or the entity that has been Awarded the Contract as context requires.

3. PRICING: The pricing set forth herein is firm for the life of the contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

4. EMERGENCY PURCHASES: The Parkways Purchasing Division Director may authorize the Agency to purchase Goods or services in the open market that Vendor would otherwise provide under this Contract of those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Parkways Purchasing Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase Contract.

- 5. ALTERNATES:** Any model, brand, or specifications listed herein establishes the acceptable level of equality only and is not intended to reflect a preference for, or in any way a favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate Item in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant Documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a vendor's bid.
- 6. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a Contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to clarifications of, or modifications of a requirement or term and condition of the solicitation may result in bid disqualification.
- 7. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part. Vendor's signature on its bid signifies acceptance of the terms and conditions contained in the Solicitation and Vendor agrees to be bound by the terms of the Contract, as reflected in the Purchase Order, upon receipt.
- 8. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee is applicable.
- 9. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of not effect beginning on July 1 of fiscal year for which funding has not been appropriated or otherwise made available.
- 10. PAYMENT:** Payment in advance is prohibited under this contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears, to the Agency at the address on the face of the purchase order labeled "Invoice To."
- 11. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.
- 12. DELIVERY:** All quotations are considered freight on board destination ("F.O.B. destination") unless alternate shipping terms are clearly identified in the bid. Vendor's listing of shipping terms that contradict the shipping terms expressly required by this Solicitation may result in bid disqualification.
- 13. INTEREST:** Interest attributable to late payment will only be permitted if authorized by the West Virginia Code. Presently, there is no provision in the law for interest on late payments.
- 14. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code &5A-3-37 and the West Virginia Code of State Rules. A Resident Vendor Certification form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Resident Vendor Certification form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

- 15. SMALL, WOMAN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid on or after July 1, 2012, in accordance with West Virginia Code &5A-3-37(aX7) and W.Va. CSR &148-22-9, any non-resident vendor certified as a small, woman-owned, or minority-owned business under W.Va. CSR &148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, woman-owned, or minority-owned business must identify itself in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W.Va. CSR &148-22-9 prior to submission of its bid to receive the preferences made available to resident vendors. Preference for non-resident small, woman owned, or minority-owned business shall be applied in accordance with W.Va. CSR &148-22-9.
- 16. TAXES** The Vendor shall pay any applicable sale, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
- 17. CANCELLATION:** The State reserves the right to cancel the Contract immediately upon written notice to the Vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules &148-1-7.16.2.
- 18. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or in bids or specifications in accordance with West Virginia Code of State Rules &148-1-4.6.
- 19. TIME:** Time is of the essence with the regard to all matters of time and performance in this Contract.
- 20. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.
- 21. COMPLIANCE:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendors acknowledge that they have reviewed, understand, and will comply with all applicable law.
- 22. PREVAILING WAGE:** On any applicable contract for the construction of a public improvement, Vendor and any subcontractors utilized by Vendor shall pay a rate or rates of wages which shall not be less than the fair minimum rate or rates of wages (prevailing wage), as established pursuant to West Virginia Code by the West Virginia Division of Labor under West Virginia Code &21-5A-1 et. seq. and available at <http://www.sos.wv.gov/Administrative-law/wagerates/Pages/default.aspx>. Vendor shall be responsible for ensuring compliance with prevailing wage requirements and determining when prevailing wage requirements are applicable. The required contract provisions contained in West Virginia Code of State Rules &42-7-3 are specifically incorporated herein by reference.
- 23. ARBITRATION:** Any references made to arbitrations contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

- 24. MODIFICATIONS:** This writing is in the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding with mutual written consent of this Agency, and the Vendor, Parkways. No Change shall be implemented by the Vendor until such time as the Vendor receives an approval written Change order from the Purchasing Division. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain delegated or exempt purchases.
- 25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.
- 26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance Agreements, and includes websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.
- 27. ASSIGNMENT:** Neither this contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without express written consent of the Agency, the Purchasing Division, the Attorney General's Office (as to form only), and any other government agency or office that may be required such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain delegated or exempt purchases.
- 28. WARRANTY:** The vendor expressly warrants that the goods and/or services covered by this contract will (a) conform to the specifications, drawings, samples, or other descriptions furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material workmanship.
- 29. STATE EMPLOYEES:** State employees are not permitted to utilize this contract for personal use and the Vendor is prohibited from permitting or facilitating the same.
- 30. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void and terminate this contract without notice.
- 31. HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPPA Business Associate Addendum (BAA), approved by the Attorney General, is available online at <http://www.state.wv.us/admin/purchase/ycr/hipas.html> and is hereby made a part of the agreement Provided that the Agency meets the definition of a Covered entity (45 CFR &160.103) and will be disclosing Protected Health Information (45 CFR &160.103) to the Vendor.

- 32. CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.
- 33. DISCLOSURE:** Vendor's response to the Solicitation and the resulting Contract are considered public documents and will be disclosed to the public in accordance with the laws, rules, and policies governing the West Virginia division. Those laws include, but are not limited to, the Freedom of Information Act found in West Virginia Code &29B-1-1 et seq. If a Vendor considers any part of its bid to be exempt from public disclosure, Vendor must so indicate by specifically identifying the exempt information, identifying the exemption that supplies, providing a detailed justification for the exemption, segregating this exempt information from the general bid information, and submitting the exempt information as part of its bid but in a segregated and clearly identifiable format. Failure to comply with the foregoing requirements will result in public disclosure of the Vendor's bid without further notice. A Vendor's act of marking all or nearly all of its bid as exempt is not sufficient to avoid disclosure and **WILL NOT BE HONORED**. Vendor's act of marking a bid or any part thereof as "confidential" or "proprietary" is not sufficient to avoid disclosure and **WILL NOT BE HONORED**. In addition, a legend or other statement indicating that all or substantially all of the bid is exempt from disclosure is not sufficient to avoid disclosure and **WILL NOT BE HONORED**. Vendor will be required to defend any claimed exemption for nondisclosure in the event of an administrative or Judicial challenge to the State's nondisclosure. Vendor must indemnify the State for any cost incurred related to any exemptions claimed by Vendor. Any questions regarding the applicability of the various public records laws should be addressed to your own legal counsel prior to bid submission.
- 34. LICENSING:** In accordance with West Virginia Code of State Rules &148-1-6.1.7, Vendor must be licensed and in good standing in accordance with any all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.
- 35. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Purchase Order from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and Interest in and to all causes of action it may now or hereafter acquire under the Antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.
- 36. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person, or entity submitting a bid for the same material, supplies, equipment, or services; (2) that its bid is in all respects fair and without collusion or fraud; (3)

that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this RFQ in its entirety; understands the requirements, terms, and conditions, and other information contained herein. Vendor's signature on its bid also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, this Vendor has properly registered with any State agency that may require registration.

- 37. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under the Contract.
- 38. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the act and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to Workers Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.
- 39. IDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officer, and employees from and against (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, in a manner not authorized by the Contract or by Federal or State statutes or regulations; and (3) Any failure of the vendor, its officers, employees, or subcontractors to observe State and Federal Laws including but not limited to, labor and wages and hour laws.
- 40. No Debt Certification:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

41. CONFLICT OF INTEREST: Vendor, its officers or members or employees shall not presently have or acquire any interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members, and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

42. BACKGROUND CHECK: In accordance with W.Va. Code &15-2D-3, the Director of the Division of protective Services may require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for the purpose of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

43. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of One (1) Year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, and the initial Contract Term ends on the effective end date shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor. Any request for renewal should be delivered to the Agency thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited.

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor and Agency.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the State Agency (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** See attached.

AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor and WVPA.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

REQUIRED DOCUMENTS: All of the items checked below must be provided to the Agency by the Vendor as specified below.

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

44. Insurance Requirements

Vendor shall furnish proof of the insurance identified by a checkmark below on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, the Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide the Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers.

Vendor must maintain:

☒ **Commercial General Liability** Insurance in at least an amount of:
One Million _____ per occurrence.

☐ **Automobile Liability** Insurance in at least an amount of:
_____ per occurrence.

☐ **Professional/Malpractice/Errors and Omission** Insurance in at least an amount of:
_____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity** Insurance in at least an amount of:
_____ per occurrence.

☐ **Cyber Liability** Insurance in an amount of: _____ per occurrence.

☐ **Builders Risk** Insurance in an amount equal to 100% of the amount of the Contract.

☐ **Pollution** Insurance in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

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Workers' Compensation Insurance: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title)

(Address)

(Phone Number) / (Fax Number)

(E-mail address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; ; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the Vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

(Company)

(Signature of Authorized Representative)

(Printed Name and Title of Authorized Representative)

(Date)

(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
Microsoft 365 Business Premium

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Parkways Authority (WVPA or Agency) is soliciting bids to establish an open-end contract for Microsoft 365 Business Premium licenses per the specifications outlined below.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in Section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item”** means the list of items identified in Section 3.1, below and on the Pricing Page.
 - 2.2 **“Pricing Page”** means the pages, attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Item(s).
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the West Virginia Parkways Authority Purchasing Division.
 - 2.4 **“Unit Price”** means the price of an individual unit of an Eligible Item as shown on the Pricing Pages.
 - 2.5 **“WVPA or “Agency”** means the West Virginia Parkways Authority.
3. **QUALIFICATIONS:**
 - 3.1. Vendor must be an authorized Microsoft Licensing Solution Provider (LSP).
 - 3.2. Vendor must have at least five (5) years of experience in providing Microsoft Business licensing to an entity of similar size (300 users) with at least three (3) years being consecutive. Vendor must provide attestation upon request.
 - 3.3. Vendor must be authorized to sell the entire Microsoft catalog for all current, existing, and new Microsoft products and subscriptions.
4. **GENERAL REQUIREMENTS:**
 - 3.1 **Mandatory Contract Item Requirements:** Contract Item must meet or exceed the mandatory requirements listed below.
 - 3.1.1 Vendor must provide the complete Microsoft 365 Business Premium package as offered by Microsoft.
 - 3.1.2 Vendor is responsible for establishing, signing, and maintaining Enrollments.

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- 3.1.3** Vendor must provide the licensing in a timely manner upon receiving an order from the WVPA.
- 3.1.4** Vendor must work with points of contact for each Enrollment to provide renewals, updates, additional licensing, savings opportunities, and other opportunities advantageous to the WVPA.
- 3.1.5** Vendor must allow WVPA to add or reduce licenses monthly without penalty.
- 3.1.6** Vendor must provide both monthly subscription and annual commitment licensing options, with monthly or annual invoicing available.
- 3.1.7** Vendor must provide software maintenance and support for both new and existing Microsoft licensing, including but not limited to updates, upgrades, patches/fixes, etc.
- 3.1.8** Vendor will act as a liaison between the WVPA and Microsoft, as needed.
- 3.1.9** Vendor must provide a main point of contact (Account Manager) for the WVPA. While others may be necessary for implementation and usage of the contract, the Account Manager will be the single point of contact for the WVPA. The Account Manager will be expected to respond to the WVPA's requests and questions within a maximum of two (2) business days. The WVPA reserves the right to request, and the Vendor must provide a new Account Manager for any reason.
- 3.1.10** Vendor must ensure Microsoft 365 services provided are provisioned in compliant environments (FedRAMP, NIST, SOC2, ISO).
- 3.1.11** Vendor must provide the WVPA with the ability to apply, manage, track, reserve, and remove licensing through a centralized portal. Each Enrollment will only need to see its licensing, so multiple accounts must be created and/or continued to ensure appropriate separation.
- 3.1.12** The WVPA requires the ability to make monthly payments.

5. CONTRACT AWARD:

- 4.1 Contract Award:** The Contract is intended to provide the WVPA with a purchase price for the Contract Item. The Contract shall be awarded to the Vendor that provides the Contract Item meeting the required specifications for the lowest overall total cost as shown on the Pricing Page.

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4.2 Pricing Page: Vendor must complete the Pricing Pages (Exhibit A) by filling in a price for the quantities listed. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Page contains a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

VENDORS MUST PROVIDE:

- Completed and signed Pricing Page (Exhibit A).
- Signed Agency terms and conditions.

Failure to provide complete documentation may result in disqualification of the bid.

6. CONTRACT TERM; RENEWAL:

4.3 The term of this Contract shall be for a period of one (1) year and may be renewed for three (3) additional, one (1) year periods based on the mutual agreement of the WVPA and the vendor.

Quantities listed in this Solicitation are approximations only, based on estimates supplied by the WVPA. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

Renewal Term: This Contract may be renewed upon the mutual written consent of the WVPA, and the Vendor. Any request for renewal should be delivered to the WVPA thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract.

5 INVOICING AND PAYMENT:

5.1 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

5.2 Invoicing: Vendor shall submit a monthly, itemized invoice in accordance with the *West Virginia State Auditor's Office Title 155 standards for payments to purchasing@wvturnpike.com*. Title 155 can be downloaded by visiting the WWSAO at

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<https://www.wvsao.gov/Auditing/Default> and selecting *Rules for Auditing – Title 155-01*.

6 DELIVERY AND RETURN:

- 6.1 Shipment and Delivery:** Licenses must be provisioned within 24 hours of order receipt, including emergencies.
- 6.2 Late Delivery:** WVPA must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.
- 6.3 Delivery Payment/Risk of Loss:** Vendor shall deliver the Contract Items F.O.B. destination to the Agency's location.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

9. VENDOR DEFAULT:

- 9.1.** The following shall be considered a vendor default under this Contract.
 - 9.1.1.** Failure to provide Contract Items in accordance with the requirements contained herein.
 - 9.1.2.** Failure to comply with other specifications and requirements contained herein.

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9.1.3. Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

9.1.4. Failure to remedy deficient performance upon request.

9.2. The following remedies shall be available to WVPA upon default.

9.2.1. Immediate cancellation of the Contract.

9.2.2. Immediate cancellation of one or more release orders issued under this Contract.

9.2.3. Any other remedies available in law or equity.

Exhibit A
PRICING PAGE

WEST VIRGINIA PARKWAYS AUTHORITY

Item	Frequency	Description	Unit of Measure	Est. Qty (For Bidding only)	Cost	Ext. Cost
1	Monthly	Microsoft 365 Business Premium License	Each	230		
Total:						

SUBMITTED BY:
COMPANY NAME

ADDRESS

PHONE NUMBER

EMAIL ADDRESS

COMPANY CONTACT

SIGNATURE

VENDOR REGISTRATION NUMBER

(WWW.WVOASIS.GOV)

*All charges are to be included in cost of each License