

WV Parkways Authority Solicitation – RFQ Microsoft 365 Business Premium
Addendum Number: 1

The Purpose of this addendum is to modify the solicitation identified as ("Agency Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☒ Modify specification of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

Description of Modification to Solicitation:

This Addendum issued to publish and distribute the attached documentation to the vendor community.

Addendum No. 1 is issued to publish and distribute the attached information to the Vendor community.

1. To publish vendor questions and answers.
2. To publish revise specifications 3.1

No Other Changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provision of the Agency Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Agency Solicitation by completing an Addendum Acknowledgement, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: RFQ - Microsoft 365 Business Premium

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification. Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| ☒ Addendum No. 1 | ☐ Addendum No. 6 |
| ☐ Addendum No. 2 | ☐ Addendum No. 7 |
| ☐ Addendum No. 3 | ☐ Addendum No. 8 |
| ☐ Addendum No. 4 | ☐ Addendum No. 9 |
| ☐ Addendum No. 5 | ☐ Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

WVPA Solicitation – RFQ – Microsoft 365 Business Premium

Addendum 1 – October 16, 2025

Attachment A – Vendor Questions and Answers

Q1: Can we provide a quote if we are not a Microsoft Licensing Solution Provider (LSP)?

A: Yes. You may be a Microsoft Licensing Solution Provider (LSP) or a Microsoft Cloud Solution Provider (CSP). Please see revised specifications 3.1 attached in this addendum.

Q2: Is the license term required to be Month-to-Month or 1 Year?

A: License term will be for one (1) Year.

Q3: Is the billing cycle Monthly or Yearly (for 1 year)?

A: Billing Cycle will be billed monthly.

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) or Microsoft Cloud Solution Provider (CSP).

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.