

Request for Proposal (RFP)

Annual Microsoft 365 Licensing Agreement
Town of Barrington, RI



1. Introduction

The Town of Barrington, RI is seeking competitive proposals from qualified Microsoft Cloud Solution Providers (CSPs) to provide annual licensing for Microsoft 365 Government Community Cloud (GCC) subscriptions.

2. Scope of Work

The selected vendor will provide subscription licensing, billing, and administrative support for Microsoft 365 GCC products.

Baseline Licensing Requirement:

- 130 users – Microsoft 365 G3 (GCC pricing)
- 1 user – Microsoft 365 G5 (GCC pricing)
- Quantities may increase or decrease during the term. Vendor must allow for adjustments with pro-rata billing.

3. Non-Negotiables

- Pricing must be Government Community Cloud (GCC) pricing.
- Vendor must be a Microsoft-certified CSP or authorized reseller.
- Vendor must provide monthly per-user pricing and annual totals.
- Vendor must allow true-up/true-down for license counts.
- Annual agreement.
- All invoices must clearly separate licensing from any additional services.

4. Deliverables

- Licensing and billing portal access.
- Named account representative.
- Annual reporting of license usage and costs.
- Option for escalation to Microsoft Premier support if required.

5. Vendor Proposal Requirements

Vendors must submit a written proposal including:

1. Pricing table with per-user/month and annual roll-up.
2. Terms and conditions (billing cycle, support response times, SLAs).
3. Proof of Microsoft Partner / CSP status.
4. References (contact name, phone number, email address) from at least two public sector clients.

6. Evaluation Criteria

1. Compliance with licensing requirements
2. Total annual cost
3. Flexibility for license count changes
4. Vendor qualifications and references
5. Support and service structure

7. Term

- Agreement term: 1 year
- Option for renewal (up to 5 additional years)

8. Schedule

- RFP Issue Date: Tuesday 9/16/2025
- Questions Due: Monday 9/22/2025 at 11AM
- Proposals Due: [10/01/2025 at 11AM
- Target Award Date: [10/06/2025]

9. Proposal Due Date

Proposals are due by 11:00 a.m. EST on Wednesday, October 1st, 2025.

One (1) copy of the proposal shall be submitted to the following email address with the subject line labelled: "<Vendor Name> - Microsoft 365 Licensing RFP".

M365LicensingRFP@barrington.ri.gov

10. Reservation of Rights

The RFP does not commit the Town of Barrington to enter into a contract, nor does it obligate the Town of Barrington to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The Town of Barrington reserves

the right to reject any and all proposals for any reason or no reason and to accept the proposal most favorable to the Town of Barrington.

11. Interpretations

All questions about the meaning or intent of this Request for Proposals document shall be received, in writing, by the Town of Barrington. Written clarifications or interpretations will be issued, if requested by Addenda. Only questions answered by addenda will be binding. Oral and other clarifications or interpretation will be without legal effect.

Each Bidder shall be responsible for determining that they have received all Addenda issued, if any, and so note on the proposal cover sheet.

12. Contact

Questions regarding this RFP shall be directed via email to M365LicensingRFP@barrington.ri.gov, by no later than 11 a.m. Monday, September 22nd, 2025.

13. Addendad

Responses to Questions received, clarifications, and amendments to the RFP will be posted on the Town bid page by no later than five (5) business days prior to the Proposal due date. <https://barrington.ri.gov/Bids.aspx>.