

Universal Service Administrative Co. (USAC)
Request for Quotes
IT-23-294 – VMware Enterprise License Agreement

I. OVERVIEW

Universal Service Administrative Company (USAC) is requesting quotes from qualified vendors who can provide VMware licenses and support as outlined below under the requirements section of this RFQ. A full description of the products/services required by this RFQ is set forth in **Attachment 1 – Bid Sheet**.

II. REQUIREMENTS

USAC is seeking a contractor who can provide **VMware Enterprise License Agreement** renewal with the requirements listed below and in Attachment 1 (Bid Sheet).

Contractor shall provide the VMware licenses and support at the fixed prices set forth in **Attachment 1**.

Contractor must be an authorized VMware Partner/Reseller capable of ordering and providing the required products/services at the time of award selection. Contractor shall provide USAC with the complete (not partial) version specifications and quantities of the required line items identified on **Attachment 1**. Most recent commercially available versions and releases must be supplied. New items only; no refurbished, grey market, or previously used items will be accepted. Grey market is defined as trade of a commodity through distribution channels which are legal but are unofficial, unauthorized, or unintended by the original manufacturer.

<u>Description</u>	<u>Qty</u>	<u>POP</u>
VMware Enterprise License Agreement	1	4/12/2024 - 4/11/2025

Major focuses for evaluation:

1. All requirements are met
2. Price

III. CONTRACT TERM

The term of this Contract is 1 year (4/12/2024 - 4/11/2025).

IV. CONTACT INFORMATION

Contracting Office Address:

700 12th St NW, Suite 900
Washington, DC 20005

Place of Performance:

700 12th St NW, Suite 900

Washington, DC 20005

Primary Point of Contact:

Dania Powers
Procurement Specialist
Universal Service Administrative Company
700 12th St NW, Suite 900
Washington, DC 20005

V. COMPANY PROFILE

USAC is not a Federal agency, a government corporation, a government controlled corporation or other establishment in the Executive Branch of the United States Government. USAC is not a contractor to the Federal Government. The contract awarded as a result of this RFQ will not be a subcontract under a Federal prime contract. However, USAC conducts its procurements in accordance with the terms of a Memorandum of Understanding with the FCC, which requires USAC to adhere to the following provisions from the Code of Federal Regulations, 2 C.F.R. §§ 200.318-321, 200.323, 200.325-326 and App. II to C.F.R. Part 200 (collectively “Procurement Regulations”). Contractor shall comply with the procurement regulations and all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this Agreement, including [USAC’s Standard Terms and Conditions](#).

VI. INSTRUCTIONS FOR BIDDING

Offeror’s quotes should include the following:

1. A description of goods and/or services being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. ***The description should address all of the requirements and the evaluation considerations.***
2. A quote for thirty six (12) months of products/services detailing the costs (ie. Annual Subscription and Licenses, Firm Fixed Price)
3. Name, address and telephone number of the Offeror.
4. Company TIN and Unique Entity Identifier number.

This is a firm-fixed-price contract and, ultimately, the total firm-fixed-price amount is the amount taken into consideration when reviewing the quotes. The quote form provides for the following:

1. A breakdown of the components of the quote on a line item basis, if applicable.
2. All applicable federal, state, and local sales, use, and excise taxes.
3. All costs for configuration of equipment, if applicable
4. All other costs (i.e. labeling, packaging, packing, loading, storage, insurance, etc.).
5. All blanks shall be filled in accordingly. Any alteration or erasure must be initialed by the signer of the quote.

Please email quotes to rfp@usac.org and copy Dania.Powers@usac.org. Quotes must be received by USAC no later than Friday, January 19, 2024 at 11:00 AM ET. USAC reserves the right to amend, revise or cancel this RFQ at any time at the sole discretion of USAC and no legal

or other obligations are assumed by USAC by virtue of the issuance of this RFQ, including any commitment to procure the products or services sought herein.

USAC will evaluate all Quotes that are submitted in compliance with the requirements of this RFQ. USAC will issue a purchase order to the responsible Offeror(s) submitting the lowest priced technically acceptable Quote.

In order to be deemed responsible, a prospective contractor must have adequate resources to perform the contract, or the ability to obtain them, and a satisfactory record of integrity and business ethics. A responsible offeror will be deemed technically acceptable if: it proposes to provide, and has the apparent capability to provide, all the items identified in the scope of work in accordance with the terms of this RFQ, including the [USAC's Standard Terms and Conditions](#) hereto.