

UNIVERSAL SERVICE ADMINISTRATIVE CO. (USAC)

REQUEST FOR QUOTE (RFQ) - IT-19-137 FOR

SERVICENOW LICENSES RENEWAL

I. OVERVIEW:

This is a request for quotes (RFQ). The purpose of this procurement is to renew the ServiceNow PPM (Project and Portfolio Management) and ITOM Discovery and Service Mapping licenses. A full description of the products and support required by this Contract is set forth in Attachment 1.

Contractor shall provide the required products at the fixed prices set forth in Attachment 1.

Contractor must be an authorized ServiceNow Partner/Reseller capable of ordering and providing the subscription products 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.

II. PERIOD OF PERFORMANCE

The period of performance for these licenses will be **January 1, 2020 to December 31, 2020.**

III. 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.

IV. INSTRUCTIONS FOR SUBMISSION OF QUOTES

Offeror's quote should include the following:

1. Solicitation number: IT-19-137
2. A completed and signed copy of the Bid Sheet included as **Attachment 1**.
3. A description of goods and/or services being offered in sufficient detail to evaluate compliance with the requirements in the RFQ.
4. Name, address and telephone number of the Offeror.
5. Company TIN and Duns number.
6. A breakdown of the components of the quote on a line item basis, if applicable.
7. All applicable federal, state, and local sales, use, and excise taxes.
8. All costs for configuration of equipment, if applicable.
9. All other costs (i.e. labeling, packaging, packing, loading, storage, insurance, etc.).

This will be a firm-fixed-price contract with a not-to-exceed value award and, ultimately, the total price amount is the amount taken into consideration when reviewing the quote. The total firm fixed price must include all wages and other direct and indirect costs, including general and administrative expenses, overhead, materials, taxes, shipping, and profit.

Please email quotes to rfp@usac.org. Quotes must be received by USAC no later than November 15, 2019 at 3:00 PM 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: (1) it has the required qualifications and certifications stated under Section III; and (2) it proposes to provide, and has the apparent capability to provide, all the items and/services identified this RFQ in accordance with the terms of this RFQ, including the [Terms and Conditions](#) and all attachments hereto.