# INDIANA UNIVERSITY

## PURCHASING DEPARTMENT

**Request for Proposal #RFP-TEC-1709-2025**

## Purpose

Indiana University (IU) is requesting proposals from firms interested in providing a quote for all Microsoft (MS) products including, but not limited to products on M365 Education, as specified herein. The intent of this Request for Proposal (RFP) and the ensuing process is to provide companies with the information, requirements, and specifications necessary for the preparation of a professional and comprehensive proposal. Specific terms and conditions are outlined.

Selection of the successful company (Supplier) will be based upon a variety of factors such as:

- Price/Discount Structure
- Value-added such as but not limited to: Billing options, MS Azure rightsizing, Storage cost mitigation, etc.

These criteria have been listed in order of importance.

As used within this RFP, "Participant" shall refer to those companies receiving and responding to this RFP. "Supplier" shall refer to the successful Participant of the process. "University" shall refer to Indiana University. "Term" refers to the five-year duration of the contract.

## Schedule of Events

Request for Proposal issued: 4/07/2025

Q&A submission close date: 4/16/2025 @ 12pm ET

Proposals due by: 4/21/2025 @ 5pm ET

Contract Start Date: 6/01/2025

Jennifer Guynn, Strategic Sourcing Manager: jenguynn@iu.edu

**All questions and inquiries regarding this document should be submitted via the JAGGAER Supplier Portal. If you experience issues you may directly contact Senior Sourcing Manager, Jennifer Guynn, at [jenguynn@iu.edu](mailto:jenguynn@iu.edu) .  EXCEPT FOR CASES AUTHORIZED IN WRITING BY Jennifer Guynn, DURING THE DURATION OF THIS RFP PROCESS, THROUGH SELECTION AND NOTIFICATION, ANY COMMUNICATION BY PARTICIPANTS WITH INDIANA UNIVERSITY STAFF OTHER THAN Jennifer Guynn MAY RESULT IN IMMEDIATE REJECTION OF THAT PARTICIPANT.  Questions regarding this RFP should be submitted through the Q&A Board within the Supplier Portal. Questions asked after the deadline may not be answered.**

**Microsoft Contact: Francoise Adebayo** [francoise.latortue@microsoft.com](mailto:francoise.latortue@microsoft.com)

**Proposal Responses:**

The Participant's response to this proposal should include answers to the following series of questions. So that the RFP Team can easily follow the questions and responses, please assure that the question is stated immediately before the response. Any deviation from thisformat and sequence may result in the proposal being immediately rejected.

All proposal responses must include:

1. The name, phone, address, and email address for the duly authorized agent submitting **t**he proposal.

2. Documentation of any intent to use another company(ies) or private individual(s) as asubcontractor(s) for any part or the whole of the services offered in response to this RFP.  Indiana University reserves the right to approve or reject any subcontracting agent or to reject proposals based on the use of subcontracted work.

3. Copies of all documents that could become part of a final Agreement arising from this process. A legal review of the Participant's proposed Agreement terms will be part of thecriteria in evaluating the Participant's offer.

4. Describe in detail your company's capability of providing the services required.

5. Describe your methodology for providing these services, how you organize your teamand the IU team, and how you ensure you deliver a quality product that meets expectations.

6. Describe the individual staff members in your company that would be assigned to thisproject. IU reserves the right to request resumes as needed.

7. Include all other things that would pertain to this type of product or service.


**Costs**

The Supplier would provide MS products/services as needed for the Term.  **Please see Excel spreadsheet with qtys and SKUs in buyer attachments.  Please complete the spreadsheet for each year of the contract term, with the total amount sum at the bottom.**

Please provide the following:

8. Supplier fixed cost-plus model discount for Indiana University for all MS products and any additional products/enrollments for the entire Term.  This

should be a fixed rate, for each year of the Term.

9.  Beginning in Year 2 of the Term, the University anticipates requiring QTY 210 of M365 Extra Storage CAO Edu 10TB BDO, with a growth of 5 units per month based on current trends. However, the University intends to implement strategies to reduce/eliminate that growth, so future quantities are not fully known currently.  The Participant should price the Storage SKU based on these trends.   We require the ability to add SKUs as needed for monthly growth, and to true up at the end of each contract year.

**Value Add**

10. Supplier must have the capability to manage billing and coordination for MS products at either the campus and/or department level, independent of the main University agreement. For example, a specific department may require its own Azure enrollment separate from the University's primary agreement.

    Supplier will be responsible for:

    - Assisting the department with the initial setup and agreement for their Azure enrollment.

    - Establishing a process for direct billing and purchase orders specific to the department's enrollment for ongoing consumption.

    Outline the approach to managing these requests, including the process for setup, support, and billing management.

11. Supplier must have the capability to provide direct billing for MS Azure consumption at the subscription level, accommodating multiple billing accounts and purchase orders as needed. Billing must be processed within 45 days following the end of each monthly billing period.

    A description of the process for managing this requirement, including handling multiple accounts, purchase orders, and ensuring timely invoices, must be provided.

12. Specify whether any additional costs are associated with providing the services described in Sections 10 and 11, including any potential impact on discounts. If applicable, provide a detailed cost breakdown.

    Preference will be given to proposals that include these services as a value-added benefit at no additional cost to the University.

13. Microsoft has agreed to waive the storage SKU for the first year of the contract. We will be assessing our storage strategy to reduce usage, as the current costs

are not sustainable with anticipated growth, as referenced in #9 above. The supplier may provide cost mitigation options for the University to evaluate, including but not limited to true down options for reduced storage, free storage for additional years, and/or more aggressive discounts. We are not requesting a storage strategy; rather, we are seeking options from the supplier on ways to further reduce costs during the term of the agreement.

14. List services included in the pricing that may be of interest to the University (e.g., response time, onsite Microsoft specialists, etc.) which would differentiate Participant proposal from other Participants.

15. Specify whether consultation services for MS Azure cost management are available. If offered, provide a detailed description of the services, including cost optimization and financial management support. Additionally, indicate whether these services are included at no additional cost or if there are associated fees. If applicable, provide a breakdown of any additional costs.