Pierce County Library System
INFORMATION ▪ IMAGINATION

REQUEST FOR QUOTATION (RFQ)

For

MICROSOFT ACADEMIC TO NONPROFIT LICENSING TRANSITION

Contents

PART 1: INTRODUCTION

The Pierce County Library System (PCLS, or the "Library") is a junior taxing district under the laws of the State of Washington established in 1946 as a rural library district under chapter 27.12 RCW. The Library provides library services for the residents of unincorporated Pierce County, 15 annexed cities and towns (Bonney Lake, Buckley, DuPont, Eatonville, Edgewood, Fife, Gig Harbor, Lakewood, Milton, Orting, South Prairie, Steilacoom, Sumner, University Place, and Wilkeson). The total estimated population served is over 686,500.

The purpose of this RFQ is to select a compliant, transparent, and supportable Microsoft Nonprofit licensing path for PCLS. PCLS is seeking quotes for Microsoft Nonprofit licensing and related transition support in response to Microsoft's decision to change library licensing eligibility and move public libraries from Academic licensing treatment to Microsoft Nonprofit licensing. As a result, PCLS must transition from Academic to Microsoft Nonprofit licensing. Submitters to this RFQ (the "Submitter", "Vendor", "Responder", or "Quoter") must quote licensing that preserves required functionality, security, compliance, analytics, reporting, and Microsoft 365 Copilot eligibility wherever possible. Responses must clearly explain submitted nonprofit SKUs, any differences from current Academic licensing, required prerequisites, transition risks, and total cost impacts.

ESTIMATED TIMELINE

RFQ Announcement..September 16, 2026
Final questions due ....September 22, 2026, 5:00 p.m.
Responses due from PCLS..September 25, 2026
RFQ due to PCLS ....September 29, 2026, 2:00 p.m.
RFQ Opening...September 29, 2026, 2:15 p.m.
Notice of Intent to Award..September 30, 2026
Procurement...October 05, 2026
Board Approval (if over $150,000).................................October 14, 2026

PART 2: INSTRUCTIONS TO BIDDERS

1) **Questions About the RFQ**: It is the responsibility of all responders to carefully review and read the entire RFQ, and understand all terms, conditions, processes, and methods for responding to this RFQ. All questions about this RFQ should be directed to Ron Babbel, IT Infrastructure and Operations Manager, by email to rbabbel@piercecountylibrary.org or by phone at (253) 548-3462. Oral explanations or instructions given before the award will not be binding. Any information that is different from what is provided in this RFQ and given to a prospective responder concerning this RFQ will be furnished to all prospective responders as an amendment to the solicitation. The Library reserves the right to share answers with other responders, if such information is necessary to responders in submitting quotes on the solicitation or if the lack of such information would be prejudicial to uninformed proposers. **All questions must be submitted by 5:00 p.m. September 22, 2026.**

2) **Date of Submission: RFQ response must be submitted no later than 2:00 p.m. September 29, 2026**. Submissions received late may be deemed not responsive and may not be considered,

at the Library's discretion. The Library reserves the right to extend the date of submission and will provide due notice of such date extension.

3) **Bid Submission**: The method of submission is electronically to Petra McBride at pmcbride@piercecountylibrary.org. Please use the subject line:

RFQ Response – M365 Nonprofit Licensing Transition – [Vendor Name].

4) **Signatures**: A corporate official who has been authorized to make such bid commitments must sign the response, provided on the Declaration section below.

5) **Withdrawal or Modifications of Quotes**: The quoter may, without prejudice to itself, modify or withdraw its quote by written request, provided that the quote and any withdrawal request is received by the Library prior to the date of submission above. Following the withdrawal of its quote, the quoter may submit a new quote provided it is received by the Library by the Date of Submission.

6) **Rejection of Bids**: The Library reserves the right to reject any and all submissions without penalty. Any and all submissions may be rejected for any cause.

7) **Quoting Procedures and Forms**: All responders must comply with the specifications and requirements attached. Responders may submit additional information with their quotes as desired.

8) **Validity of Prices**: Responders must confirm in writing that prices quoted will be valid and in effect for a minimum of ninety (90) days after submission opening.

9) **RFQ Opening**: All submissions will be opened on or around 2:15p.m. on September 29, 2026 in a non-public opening, and each submission shall be evaluated on a number of criteria as provided herein. The Library will submit a Notice of Intent to Award to the apparent winning Vendor by 5:00 p.m. on September 30, 2026.

   PCLS reserves the right to waive minor informalities, request a best-and-final offer, negotiate with the apparent winning vendor, and cancel or reissue this RFQ at any time. Should negotiations fail to produce a contract, PCLS reserves the right to negotiate with the next highest scoring submission.

10) **Public Disclosure of Submissions**: The Library reserves the right to treat all submissions with confidentiality prior to award. After award of the contract, all submissions will fall under the requirement by Washington State law (chapter 42.56 RCW) that obligates the Library to make the document available for public inspection, if requested.

11) **Contract Administrator**: The administrator of any contract or purchase, or both, stemming from an award to this RFQ will be Ron Babbel, IT Infrastructure and Operations Manager.

12) **References**: List the names and addresses of three (3) customers, for whom the responder has provided similar services, purchases, and scope of work. Include dates, contact persons, and telephone numbers. Should any reference submitted by the responder be found unsatisfactory, the Library, as its sole option, may reject that responder's offer. The Library shall be the sole judge in determining a satisfactory or unsatisfactory reference response. References must be submitted with the response. See References section below.

PART 3: SPECIFICATIONS

1) **Current Licensing Requirements (Baseline for Quotation).** Vendors must quote Microsoft Nonprofit licensing for each requirement listed below. For each item, vendors must identify the Microsoft Nonprofit SKU, disclose whether a direct nonprofit equivalent exists, explain any functional or entitlement differences, and identify any prerequisites, dependencies, limitations, or restrictions. No listed item may be omitted from the proposal.

   The baseline requirements below are the foundation for the quote. Later sections explain how vendors must document their quoted replacements, if any, disclose feature or eligibility differences, and present pricing in a comparable format.

Required License or Service	Quantity
Microsoft 365 Nonprofit Licensing Equivalent to Microsoft 365 A5 Functionality	320
Microsoft 365 Copilot	15
Microsoft 365 Nonprofit Licensing Equivalent to Microsoft 365 A1 Functionality	40
Microsoft Project Plan 5	25
Microsoft Teams Premium	100
Microsoft Visio Plan 2	25
Microsoft Power Apps Premium	10
Power BI Premium (Per User)	10
Microsoft Fabric Capacity	4 Capacity Units (CU)
Microsoft Defender for Servers	105 Virtualized Server Workloads
SQL Server Enterprise Core Licensing	24 Core Licenses
Microsoft Server Licensing for a Virtualized Environment (4 Physical Hosts, 224 Physical Cores)	See Requirements Below
Microsoft Azure and Consumption-Based Services	As Proposed

Important Notes

- Quantities reflect anticipated requirements and may be adjusted during contract negotiation.
- All quoted licensing must be eligible under Microsoft's Nonprofit licensing programs.
- Vendors shall identify the specific Microsoft Nonprofit SKU quoted for each requirement.
- Vendors shall not assume Academic licensing benefits transfer directly to Nonprofit licensing.
- Vendors must disclose any prerequisites required to achieve equivalent functionality.
- Vendors must identify any licensing, entitlement, support, security, compliance, reporting, analytics, AI, or feature differences between current Academic licensing and quoted Nonprofit licensing.

- Vendors shall not omit any item listed in this section.

2) **Microsoft Server Licensing Requirements.** PCLS operates a virtualized Microsoft server environment consisting of four (4) physical server hosts, 224 total physical cores, and Windows Server workloads operating within a virtualized environment. Vendors must:
   - Identify the Microsoft Nonprofit server licensing model.
   - Provide licensing sufficient to license all four (4) physical hosts and all 224 physical cores.
   - Identify all required Windows Server licenses, subscriptions, Software Assurance benefits, or replacement licensing programs.
   - Describe any differences between Academic and Nonprofit licensing rights or entitlements.
   - Identify any limitations, licensing restrictions, or prerequisites associated with the proposed licensing model.

3) **Microsoft SQL Server Licensing Requirements.** PCLS requires twenty-four (24) SQL Server Enterprise Core licenses suitable for production enterprise workloads. Vendors must:
   - Identify the proposed Microsoft Nonprofit licensing model.
   - Identify all required SQL Server Enterprise licensing components.
   - Identify Software Assurance benefits or equivalent entitlements included within the proposed licensing model.
   - Explain any differences between Academic and Nonprofit licensing.
   - Disclose any limitations, restrictions, dependencies, or licensing considerations that may impact future use or expansion.

4) **Microsoft Defender Requirements.** PCLS requires Microsoft Defender licensing sufficient to protect approximately 105 virtualized server workloads. Vendors must identify:
   - The proposed Microsoft Defender licensing model.
   - The specific Microsoft Nonprofit SKU(s) proposed.
   - All required subscriptions, services, or prerequisites.
   - Any Azure, Microsoft 365, or security licensing dependencies.
   - Any limitations, exclusions, or feature differences between Academic and Nonprofit licensing programs.
   - How the proposed licensing provides coverage for the identified server environment, with supporting documentation.

5) **Microsoft Fabric Requirements.** Vendors must provide Microsoft Fabric capacity licensing sufficient for four (4) Capacity Units (CU), and must identify the specific Fabric capacity SKU proposed, any nonprofit pricing eligibility, prerequisites, or dependencies, and any required Microsoft 365, Azure, Power BI, or Fabric licensing dependencies.

6) **Power Platform and Analytics Requirements**. Vendors must provide ten (10) Power Apps Premium licenses and ten (10) Power BI Premium Per User licenses and must identify all required prerequisite licensing and disclose any nonprofit program limitations, restrictions, or feature differences.

7) **Microsoft Azure and Consumption-Based Services Requirements.** Vendors must identify and price all Azure subscriptions, consumption-based resources, capacity, data ingestion, storage, retention, compute, automation, and related services necessary to support the proposed Microsoft solutions. The response must identify the applicable service or meter, proposed

quantity or usage assumption, unit of measure, estimated annual consumption, included allowances, overage rates, minimum commitments, dependencies, and any other recurring or one-time costs. Estimates must include sufficient detail for PCLS to understand how changes in usage may affect annual cost.

8) **Response Structure Guidance.** To make submissions easier to compare, vendors should organize their responses around four areas: licensing replacement, feature and eligibility disclosures, pricing, and transition support. The Mandatory Response Table in Section 4 and the Pricing Summary Page in Section 7 are the primary response tools. Supporting narrative should be used where explanation is needed, particularly for dependencies, feature gaps, transition risks, and licensing assumptions.

9) **Mandatory Vendor Response Table (Required).** Vendors must complete a separate item-specific Mandatory Response Table entry for each license or service identified in Section 3. Each entry must identify the proposed Microsoft Nonprofit SKU, quantity, feature gap status, gap details, dependencies or prerequisites, vendor comments, per-license cost, and annual cost. Failure to complete the required tables may render the submission non-responsive. The tables are located at the end of the RFQ, after the signature and pricing/quote sections. Required response fields include:
   - Quantity
   - Proposed Microsoft Nonprofit SKU
   - Feature Gap (Yes/No)
   - Description of Any Gap
   - Required Dependencies or Prerequisites
   - Vendor Comments
   - Per-License Pricing
   - Annual Pricing
   - One-Time costs
   - Optional Services
   - Minimum Commitments
   - Contractual Obligations
   - Comments

10) **Licensing Equivalency & Feature Disclosure.** Vendors must provide sufficient detail to allow PCLS to determine whether each proposed nonprofit license is functionally equivalent to the current Academic licensing baseline. At a minimum, vendors must:
   - Provide side-by-side SKU mapping from Academic to Nonprofit licensing.
   - Explicitly disclose any reduction or loss of security functionality, compliance functionality, analytics or reporting capabilities, AI or Copilot functionality, administrative capabilities, or support entitlements.
   - Avoid statements of "equivalent" functionality without documented explanation.
   - Identify any required prerequisite licenses, subscriptions, services, or dependencies necessary to achieve equivalent functionality.

11) **Pricing Transparency Requirements.** Pricing must be presented clearly to identify both annual licensing costs and per-license costs, along with any transition-related cost impacts. Submissions must separately identify Microsoft Nonprofit pricing, annual recurring licensing costs, one-time transition or implementation costs, optional services, annual billing options,

multi-year options if offered, minimum seat commitments, true-up or true-down rules, renewal requirements, termination provisions, and exit constraints.

12) **Mandatory Pricing Summary Page (Required).** Vendors must include a standalone Pricing Summary Page that provides a concise roll-up of the pricing contained in the completed Section 4 Mandatory Response Tables. The summary must identify each required license or service, proposed Microsoft Nonprofit SKU, quantity, per-license price, annual price, and one-time costs. It must also separately identify and total any additional recurring, administrative, service, transaction, support, implementation, contractual, or other charges included in or associated with the proposal. The summary must show the total proposed annual recurring cost, total one-time cost, and total first-year cost, and must reconcile to the detailed Section 4 table entries. Any charge not included in the summary may be considered included in the quoted total price. Inconsistencies between the Pricing Summary Page and the Mandatory Response Tables may be scored as deficiencies.

13) **Migration Risk & Support Model.** Vendors must describe their licensing conversion approach, expected timeline, expected tenant or service impacts, post-conversion validation process, ongoing support model, escalation procedures, and renewal or lifecycle management services.

14) **Procurement Contract Disclosure (Informational).** Vendors shall disclose all purchasing contracts, cooperative purchasing agreements, state contracts, consortium agreements, or other public-sector procurement methods available for use by PCLS, including but not limited to Washington State DES, NASPO ValuePoint, OMNIA Partners, Sourcewell, TIPS, E&I Cooperative Services, or other state, nonprofit, educational, regional, or public-sector purchasing cooperatives.

    For each procurement method, vendors shall provide: contract name; contract number; sponsoring organization; expiration date; eligibility requirements; and confirmation that Microsoft licensing resale is permitted. If another entity will provide licensing, invoicing, or fulfillment for PCLS, that relationship must be disclosed.

15) **Nonprofit Benefits & Value Adds.** Vendors must identify all Microsoft Nonprofit grants, donated licensing, discounted licensing, credits, or nonprofit benefits for which PCLS may be eligible; clearly distinguish Microsoft-provided benefits from vendor-provided services; avoid presenting no-cost Microsoft entitlements as paid services; and identify any nonprofit programs that may reduce future licensing costs.

16) **Evaluation Criteria**. Submissions will be evaluated using a 0, 1, and 2 scoring rubric. “2” means the proposal meets the requirement with clear supporting detail. “1” means the proposal partially meets the requirement but is incomplete, unclear, or requires clarification. “0” means the proposal does not meet the requirement, does not provide usable information, or does not address the requirement. See below for scoring rubric.

Evaluation Criterion	What PCLS Will Evaluate	Score of 2	Score of 1	Score of 0
Nonprofit Licensing Compliance	The proposed licensing is eligible under applicable Microsoft Nonprofit licensing programs and properly identifies nonprofit SKUs, program rules, restrictions, and eligibility assumptions.	Fully compliant and clearly documented.	Partially documented or requires clarification.	Not compliant, not documented, or proposes ineligible licensing.
Licensing Equivalency and Feature Retention	The proposed nonprofit licensing preserves required Microsoft 365, security, compliance, analytics, reporting, AI, administrative, and support functionality compared with the current Academic licensing baseline.	Clearly maps current requirements to proposed licensing and discloses all differences.	Provides partial mapping or incomplete disclosure of differences.	Does not demonstrate equivalency or omits material feature gaps.
Server and SQL Licensing Compliance	The proposal adequately licenses PCLS's Windows Server environment, including 4 physical hosts and 224 physical cores, and the SQL Server Enterprise requirement of 24 core licenses.	Provides a complete and supportable server and SQL licensing model.	Provides an incomplete model or leaves assumptions unclear.	Does not address or incorrectly licenses the server or SQL requirements.
Security and Defender Licensing Compliance	The proposed Defender licensing covers the stated virtualized server workload environment and identifies required SKUs, prerequisites, dependencies, feature differences, and expansion considerations.	Fully addresses coverage, dependencies, and supporting documentation.	Partially addresses coverage or leaves dependencies unclear.	Does not demonstrate sufficient coverage or omits required Defender licensing details.
Power Platform, Fabric, and Analytics Compliance	The proposal addresses Power Apps Premium, Power BI Premium Per User, and Microsoft Fabric Capacity requirements, including capacity assumptions, dependencies, nonprofit eligibility, and limitations.	Fully addresses all stated Power Platform, Power BI, and Fabric requirements.	Partially addresses requirements or leaves assumptions unclear.	Does not address one or more required analytics or platform components.
Pricing Transparency	The pricing is complete, comparable, and clearly separates unit costs, annual costs, recurring costs, one-time transition costs, optional costs, billing options, commitments, renewal terms, and exit constraints.	Pricing is complete, clear, and easy to compare.	Pricing is partially complete or requires clarification.	Pricing is incomplete, inconsistent, or not usable for comparison.

Evaluation Criterion	What PCLS Will Evaluate	Score of 2	Score of 1	Score of 0
Transition Approach and Risk Management	The vendor provides a clear transition approach, expected timeline, tenant or service impact expectations, validation process, support model, escalation process, and renewal or lifecycle management approach.	Provides a clear, practical, and low-risk transition approach.	Provides a limited or incomplete transition approach.	Does not provide a usable transition or support approach.
Procurement Compliance	The vendor discloses applicable public-sector procurement methods, business registration information, assumptions, exceptions, certifications, and other required submission materials.	Provides all required procurement disclosures and certifications.	Provides partial disclosures or requires clarification.	Omits required procurement disclosures or certifications.
Overall Value	The proposal provides the best overall value to PCLS considering compliance, functionality, risk, supportability, pricing, nonprofit benefits, and long-term lifecycle considerations.	Strong overall value with clear benefits and manageable risk.	Moderate value or requires clarification on cost, risk, or supportability.	Low value, excessive risk, or insufficient information to assess value.

Critical Categories. A score of 0 in any critical category may result in disqualification:

- Nonprofit Licensing Compliance
- Licensing Equivalency & Feature Retention
- Server & SQL Licensing Compliance
- Security & Defender Licensing Compliance

Award will be made on a best-value basis using the criteria above; PCLS is not obligated to award to the lowest-priced quote. However, if vendor ratings are substantially similar, PCLS may award the lower-cost quote, provided the submission meets all mandatory requirements and presents no material licensing, compliance, transition, or support concerns.

PART 4: SUBMISSION REQUIREMENTS

To be considered responsive, vendor submissions must include the documents and disclosures listed below. These items should be organized in the same order shown here so PCLS can efficiently review each submission against the evaluation criteria.

- Cover Letter
- Completed Mandatory Response Table
- Licensing Equivalency Documentation
- Nonprofit Licensing Compliance Statement
- Pricing Proposal
- Server, SQL, and Microsoft Defender Licensing Proposal
- Power Platform, Power BI, and Fabric Licensing Proposal
- Procurement Method Disclosure
- Assumptions and Exceptions Statement

Failure to provide required documentation to the above may result in the proposal being deemed non-responsive. The subsections below describe the expected content for each required submission item.

A. **Cover Letter (Not a Substitute for Declaration Section).** Vendor may submit a cover letter; however, this letter cannot be used to substitute the Declaration Section, as provided below. Not submitting the Declaration Section may declare the entire submission as non-responsive. A signed cover letter containing: vendor legal name; primary contact information; vendor address and website; authorized representative name and title; and a statement acknowledging the vendor's ability to provide Microsoft licensing under applicable Microsoft licensing programs.

B. **Completed Licensing Response Table.** The Mandatory Response Table must include all fields needed to compare licensing, quantities, gaps, dependencies, comments, and pricing across vendor submissions.

C. **Licensing Equivalency Documentation.** Vendors must provide a side-by-side mapping of requested licensing requirements to proposed Microsoft Nonprofit licensing, documentation supporting licensing recommendations, a description of any differences between requested functionality and proposed licensing, and identification of any products without a direct nonprofit equivalent.

D. **Nonprofit Licensing Compliance Statement.** Vendors must provide a written statement confirming: proposed licensing is eligible under applicable Microsoft Nonprofit licensing programs; licensing recommendations comply with Microsoft licensing requirements; and restrictions, limitations, prerequisites, or eligibility requirements have been fully disclosed.

E. **Pricing Proposal.** Vendors must provide pricing that includes: proposed nonprofit licensing pricing; annual subscription costs; per-license costs; one-time implementation or transition costs; optional services separately identified; minimum purchase commitments, if any; and contractual obligations associated with proposed licensing. Sales taxes should not be included in the submission and will not be used to calculate quoted pricing; applicable sales taxes will be included on the purchase order. See last page of RFQ for entering the pricing proposal.

F. **Server, SQL, and Microsoft Defender Licensing Proposal.** Vendors must provide a licensing recommendation covering the Windows Server environment (4 physical hosts, 224 physical cores), the SQL Server environment (24 SQL Server Enterprise Core licenses), and the Microsoft Defender environment (105 virtualized server workloads). The proposal must identify: proposed Microsoft Nonprofit licensing model(s); proposed Microsoft SKU(s); applicable licensing program(s); required subscriptions, Software Assurance, or equivalent entitlements; licensing prerequisites and dependencies; applicable nonprofit licensing eligibility requirements; any limitations, restrictions, or differences from Academic licensing; and any assumptions used in calculating licensing quantities.

For Microsoft Defender specifically, vendors must confirm the proposed Defender product, nonprofit SKU, licensing model, coverage for approximately 105 virtualized server workloads, required prerequisites, included security capabilities, feature differences, limitations, expansion considerations, additional licensing needs, and supporting documentation.

G. **Power Platform, Power BI, and Fabric Licensing Proposal.** Vendors must provide licensing recommendations for Microsoft Fabric Capacity (4 CU), Power Apps Premium (10 licenses), and Power BI Premium Per User (10 licenses), identifying proposed licensing model, required prerequisite licensing, capacity assumptions, nonprofit licensing eligibility, and applicable dependencies and limitations.

H. **Procurement Method Disclosure.** Vendors must disclose all purchasing contracts and cooperative procurement methods available for use by PCLS, providing for each: contract name; contract number; sponsoring organization; expiration date; and eligibility requirements.

I. **Assumptions and Exceptions.** Vendors must clearly identify licensing assumptions; scope exclusions; exceptions to RFQ requirements; requirements not fully addressed; and any dependencies upon which the proposal is based.

PART 5: TERMS AND CONDITIONS

1) **Quote Validity Period.** To be considered responsive, vendor submissions must include the documents and disclosures listed below. These items should be organized in the same order shown here so PCLS can efficiently review each submission against the evaluation criteria. Quotes shall remain valid and irrevocable for not less than ninety (90) calendar days from the submission deadline in Section 12.

2) **Public Records Act.** Notwithstanding any other provision herein, Vendor recognizes that PCLS is a public agency subject the state Public Records Act, chapter 42.56 RCW. Upon receipt of a public record request for any material which is the subject of this RFQ, PCLS will promptly notify Vendor of the request and Vendor will promptly elect whether it will at its own expense commence court action to protect the material from disclosure. If Vendor does elect to seek such protection, Vendor will fully defend and indemnify PCLS from any liability, including attorney fees and statutory penalties, which may arise under the Public Records Act in connection with the request.

3) **Non-Discrimination.** The awarded vendor shall not discriminate against any employee, applicant, or subcontractor on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status, consistent with chapter 49.60 RCW and applicable federal law, including Title VI of the Civil Rights Act and the Americans with Disabilities Act.

4) **Business Registration.** The awarded vendor must hold a current Washington State business license and Unified Business Identifier (UBI) number and be registered and authorized to do business in Washington State.

5) **Insurance.** Upon PCLS request, Vendor agrees to furnish PCLS a certificate of insurance. Typical requests would be made in conjunction with the Vendor needing to be onsite to conduct actual work. Coverages and limits would be negotiated according to mitigate anticipated risks.

6) **Conflict of Interest.** Any gift, gratuity, food, or thing of value offered or given to any PCLS officer or employee in connection with this RFQ will be refused and returned. No PCLS officer or employee has a beneficial interest, direct or indirect, in the award and if it comes known, shall declare such knowledge and recuse themselves from any decision leading to an award.

7) **Contract; No Commitment to Purchase.** This RFQ does not obligate PCLS to purchase any goods or services until such time a purchase order has been fully approved and a contract fully executed. No licensing, work, or costs shall incur prior to execution of a fully approved purchase order.

8) **Board Approval.** Purchases meeting or exceeding the thresholds established in PCLS's Purchasing and Procurement Policy may require review and approval by the PCLS Board of Trustees prior to final award and execution.

PART 6: REFERENCES

Reference 1
Company Name: ____
Company Address: ____
Company Phone: ____
Contact Person: ____
Dates: ____

Reference 2
Company Name: ____
Company Address: ____
Company Phone: ____
Contact Person: ____
Dates: ____

Reference 3
Company Name: ____
Company Address: ____
Company Phone: ____
Contact Person: ____
Dates: ____

PART 7: DECLARATION

The undersigned declares to have read and fully understand the Request for Quotation, and agrees to all the terms, conditions, and provisions contained herein; and proposes and agrees that if this quote as submitted and be accepted, will contract to perform in accordance with the specifications and proposals. Further, the undersigned confirms that no collusion with any other Vendor has occurred. Said price is to include and cover all licensing, materials, labor, supervision, overhead, and profit to complete the procurement to PCLS's satisfaction. Applicable sales taxes will be paid to the Vendor.

Quotation Submitted By:

Signature of Authorized Representative	Firm Name
Printed Name	Street Address
Title	City, State, Zip Code
Date	Telephone Number

PART 8: PRICING/QUOTE—DETAILED AND SUMMARY

Detailed Quote Instructions. Complete each item-specific license or service table below. Provide all requested licensing, feature-gap, dependency, pricing, commitment, contractual, and comment information for every requirement. Enter “N/A” where a field does not apply and briefly explain the basis. Sales taxes should not be included in the submission; applicable sales taxes will be addressed separately on the purchase order.

	Required License or Service	Quantity / Requirement
1	Microsoft 365 Nonprofit Licensing Equivalent to Microsoft 365 A5 Functionality	320
2	Microsoft 365 Copilot	15
3	Microsoft 365 Nonprofit Licensing Equivalent to Microsoft 365 A1 Functionality	40
4	Microsoft Project Plan 5	25
5	Microsoft Teams Premium	100
6	Microsoft Visio Plan 2	25
7	Microsoft Power Apps Premium	10
8	Power BI Premium (Per User)	10
9	Microsoft Fabric Capacity	4 Capacity Units (CU)
10	Microsoft Defender for Servers	105 Virtualized Server Workloads
11	SQL Server Enterprise Core Licensing	24 Core Licenses
12	Microsoft Server Licensing for a Virtualized Environment	4 Physical Hosts / 224 Total Physical Cores
13	Microsoft Azure Services / Consumption	As Proposed

See following pages for each of these.

1. Microsoft 365 Nonprofit Licensing Equivalent to Microsoft 365 A5 Functionality

Quantity	**320**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

2. Microsoft 365 Copilot

Quantity	**15**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

3. Microsoft 365 Nonprofit Licensing Equivalent to Microsoft 365 A1 Functionality

Quantity	**40**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

4. Microsoft Project Plan 5

Quantity	**25**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

5. Microsoft Teams Premium

Quantity	**100**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

6. Microsoft Visio Plan 2

Quantity	**25**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

7. Microsoft Power Apps Premium

Quantity	**10**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

8. Power BI Premium (Per User)

Quantity	**10**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

9. Microsoft Fabric Capacity

Quantity	**4 Capacity Units (CU)**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

10. Microsoft Defender for Servers

Quantity	**105 Virtualized Server Workloads**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

11. SQL Server Enterprise Core Licensing

Quantity	**24 Core Licenses**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

12. Microsoft Server Licensing for a Virtualized Environment

Quantity	**4 Physical Hosts / 224 Total Physical Cores**
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

13. Microsoft Azure and Consumption-Based Services

Quantity	As Proposed
Proposed Microsoft Nonprofit SKU	
Feature Gap (Yes/No)	
Description of Any Gap	
Required Dependencies or Prerequisites	
Vendor Comments	
Per-License Pricing	
Annual Pricing	
One-Time Costs	
Optional Services	
Minimum Commitments	
Contractual Obligations	
Comments	

PRICING SUMMARY

After completing all detailed quote tables above, provide a concise roll-up of the full proposal below. The amounts must reconcile to the detailed entries and must include all recurring, one-time, optional, administrative, service, transaction, support, implementation, contractual, and other charges associated with the proposal. Any charge not identified in the summary may be considered included in the quoted total price. Do not include taxes.

Summary Category	Vendor Response / Amount
Total Annual Licensing Cost	
Additional Recurring Costs	
Total Annual Recurring Cost	
One-Time Implementation or Transition Costs	
Other One-Time Costs	
Total One-Time Cost	
Optional Services or Costs	
Total First-Year Cost	
Cost Assumptions, Commitments, or Conditions	