

STATE OF NORTH CAROLINA Office of Information Technology Services	INVITATION FOR BIDS NO. ITS-005997 Bids will be publicly opened: December 19, 2012
	Contract Type: Agency Specific Contract
Refer <u>ALL</u> Inquiries to: Kristen Burnette E-Mail: <a href="mailto:kristen.burnette@nc.gov">kristen.burnette@nc.gov</a>	Issue Date: December 7, 2012 Commodity Number: 208-Microsoft Volume Licensing Software Authorized Education Reseller
Telephone No.: (919)754-6678	Using Agency Name: North Carolina Community College System
(See page 2 for mailing instructions.)	Agency Requisition No. N/A

**OFFER AND ACCEPTANCE**

This solicitation advertises the State's need for a reseller agreement for the Microsoft Campus and School Agreement for North Carolina Community College Systems office. The State seeks proposals comprising competitive bids offering to sell the software services and/or goods described in this solicitation. The State's acceptance of any proposal must be demonstrated by execution of the acceptance found below and any subsequent Request for Best and Final Offer, if issued. Acceptance shall create a contract having an order of precedence among terms as follows: Special terms and conditions specific to this IFB, Microsoft Campus and School Agreement, Specifications of the solicitation documents, except as amended the State's Terms and conditions, and the awarded Vendor's proposal. **PROVIDED, HOWEVER, THAT NO CONTRACT SHALL BE BINDING ON THE STATE UNTIL AN ENCUMBRANCE OF FUNDS HAS BEEN MADE FOR PAYMENT OF THE SUMS DUE UNDER THE CONTRACT.**

**NOTICE TO VENDORS**

Sealed bids, subject to the conditions made a part hereof, will be received at this office 3900 Wake Forest Road, Raleigh, NC until 2:00 pm Eastern Standard Time on the day of opening and then opened, for furnishing and delivering the goods and/or services as described herein. Refer to page 2 for proper mailing instructions.

Bids submitted via facsimile (FAX) machine in response to this Invitation for Bids will not be accepted. Bids are subject to rejection unless submitted on this form.

**EXECUTION**

In compliance with this Invitation for Bids, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion (G.S. 147-33-100). Failure to execute/sign bid prior to submittal shall render bid invalid. Late bids are not acceptable.

VENDOR: SHI International Corp.	E-MAIL: Christine.Wilkinson@shi.com	
STREET ADDRESS: 2910 Davidson Avenue	P.O. BOX:	ZIP: 08873
CITY & STATE & ZIP: Somerset, NJ 08873	TELEPHONE NUMBER: 888 764 8888	TOLL FREE TEL. NO: 888 745 8888
TYPE OR PRINT NAME & TITLE OF PERSON SIGNING: Natalie Slowik, Contract Specialist	FAX NUMBER: 888 764 8889	

ITS-005997

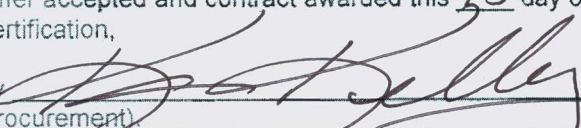
VENDOR: SHI International Corp.

<b>AUTHORIZED SIGNATURE:</b> 	<b>DATE:</b> 12/17/12
---	--------------------------

Offer valid for 45 days from date of bid opening unless otherwise stated here: \_\_\_ days. (See Instructions to Vendors, Item 5). Prompt Payment Discount: 0 % \_\_\_ days (See Instructions to Vendors, Item 6).

**ACCEPTANCE OF BID**

If any or all parts of this bid are accepted, an authorized representative of Statewide IT Procurement shall affix their signature hereto and this document and the provisions of the Instructions to Vendors, special terms and conditions specific to this Invitation for Bids, the specifications, and the ITS Terms and Conditions shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

<b>FOR STATEWIDE IT PROCUREMENT USE ONLY</b>	
N.C. Community College System Office	
Offer accepted and contract awarded this <u>15</u> day of <u>February</u> , <u>2013</u> , as indicated on attached certification,	
by  Procurement)	(Authorized representative of <u>N.C. Community College System Office</u> )

**DELIVERY INSTRUCTIONS:** Deliver one (1) signed original executed bid response, and one (1) duplicate copy of the executed bid response. Address envelope and insert bid number as shown below. It is the responsibility of the Vendor to have the bid in this office by the specified time and date of opening. Vendor must also submit one (1) electronic executed copy of its proposal on read-only CD/DVD(s). The files on the discs should not be password-protected and should be capable of being copied to other media.

<b>DELIVER TO:</b>
BID NUMBER: ITS-005997  Statewide IT Procurement Office Attn: Kristen Burnette, Contract Manager 3900 Wake Forest Road Raleigh, NC 27609

**ADDENDUM TO IFB:** If written questions are received prior to the submission date, an addendum comprising questions submitted and responses to such questions, or any additional terms deemed necessary by the State will be posted to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us/ips/deptbids.asp>, and shall become an Addendum to this IFB. Vendors' questions posed orally at any pre-bid conference must be reduced to writing by the Vendor and provided to the Purchasing Officer as directed by said Officer.

Critical updated information may be included in these Addenda. It is important that all Vendors bidding on this proposal periodically check the State website for any and all Addenda that may be issued prior to the bid opening date.

**BASIS FOR REJECTION:** Pursuant to 9 NCAC 06B.0401, the State reserves the right to reject any and all offers, in whole or in part; by deeming the offer unsatisfactory as to quality or quantity, delivery, price or service offered; non-compliance with the requirements or intent of this solicitation; lack of competitiveness; error(s) in specifications or indications that revision would be advantageous to the

State; cancellation or other changes in the intended project, or other determination that the proposed requirement is no longer needed; limitation or lack of available funds; circumstances that prevent determination of the best offer; or any other determination that rejection would be in the best interest of the State.

**NOTICE TO VENDORS:** The State objects to and will not be required to evaluate or consider any additional terms and conditions submitted with a Bidder's response. This applies to any language appearing in or attached to the document as part of the Bidder's response. By execution and delivery of this Invitation for Bids and response(s), the Bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect.

**LATE PROPOSALS:** Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to ensure delivery at the designated office by the designated time. Late proposals will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

**AWARD NOTIFICATION:** A link to the Interactive Purchasing System (IPS) allows the public to retrieve bid award information electronically from the Internet web site: <http://www.ips.state.nc.us> Results may be found by searching by bid number or agency name. This information may not be available for several weeks dependant upon the complexity of the acquisition and the length of time to complete the evaluation process.

**VENDOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM:** Vendor Link NC allows Vendor to electronically register with the State to receive electronic notification of current procurement opportunities for goods and services available on the Interactive Purchasing System. Online registration is available at <http://www.ips.state.nc.us>.

**E-PROCUREMENT REGISTRATION:**

Goods purchased by the state will be processed through the NC@Your Service E-Procurement System. Vendors must be registered on the system in order to be able to receive orders. Statewide Vendor Registration can be accessed online by visiting <http://www.ncgov.com> and clicking the "Statewide Vendor Registration" link.