



Office of Purchasing
10910 Clarksville Pike, Ellicott City
Maryland 21042-6198
(410) 313-6722, fax (410)
313-6789

REQUEST FOR PROPOSALS

Cloud Hosting Solution Services

RFP No. 065.21.B5

To All Interested Services Contractors:

The Howard County Public School System (HCPSS) invites your bid to provide a cloud hosting services solution in accordance with BID No. 065.21.B5. Submittals shall be accepted at the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, Maryland 21042, **until 1:00 P.M. on September 24, 2021.**

RFP documents may be obtained on **Monday, August 30, 2021** at the Howard County Department of Education, Purchasing Office website <https://purchasing.hcpss.org/business-opportunities>. The Purchasing Office's contact for this project is Mr. Douglas Pindell, dpindell@hcpss.org. Offices are working remotely so please use the email for contacting staff.

A **virtual Pre-submission conference** will be held on **September 9, 2021 at 1:00 P.M.** **Specific instructions for registration information are located on page 6, Section 1, item 1.3 of the solicitation.** Howard County Public School System staff will explain the scope of work. Attendance is not mandatory; however, it is highly recommended. Questions may be submitted afterwards to the project contact listed above.

Submittals shall be submitted electronically via email in their entirety (all pages) in PDF format no later than Friday, September 24, 2021 at 1:00 P.M. to BidsandProposals@hcpss.org. Bids that contain either more than one file, or files larger than 75MB, shall be inserted into an e-folder and compressed in a .zip file. To ensure delivery, if file size cumulatively exceed 75MB, it is recommended that bidders submit separate emails labeled No.1, No.2, etc.

Late submittals will not be considered. It is the responsibility of each offeror to ensure that its submittal is delivered to the proper place prior to the scheduled closing date and time.

It is the bidder's sole responsibility to regularly visit the HCPSS Purchasing web site listed above to download and acknowledge receipt of all Addenda. It is highly recommended that bidders ascertain if they have received all the addenda issued prior to submitting their proposal. Failure of any bidder to receive any such Addenda or interpretation may not relieve such bidder from obligation under his/her proposal as submitted.

All questions should be directed, in writing, no later than 12:00 P.M., Friday, September 17, 2021 to the contact above. The Howard County Public School System is under no obligation to respond to any questions that are received after the cutoff date and time. Only answers provided via addenda issued by the HCPSS will be binding. Under no circumstances are bidders, including third party vendors or their staff, to contact any other HCPSS staff, employees or any related constituency for purposes associated with this solicitation, including but not limited to, obtaining or providing information. **Bidders failing to comply with this requirement may be disqualified.**

The Howard County Public School System is under no obligation to respond to any questions that are received after the cutoff date and time. Only answers provided via addenda issued by the HCPSS will be binding. Under no circumstances are bidders, including third party vendors or their staff, to contact any other HCPSS staff, employees or any related constituency for purposes associated with this solicitation, including but not limited to, obtaining or providing information. Bidders failing to comply with this requirement may be disqualified.

The Howard County Public School System reserves the right to reject in whole or in part any or all submittals.

Sincerely,

A handwritten signature in black ink that reads "D Pindell". The signature is written in a cursive style with a large, stylized initial "D".

Douglas
Pindell
Director of
Purchasing

Email: dpindell@hcpss.org

THE HOWARD COUNTY PUBLIC SCHOOL
SYSTEM
10910 Clarksville Pike (MD Route 108)
Ellicott City, Maryland 21042

NO BID REPLY FORM

Solicitation For: Cloud Hosting Services Solution

Solicitation Number: 065.21.B5

Bidder: _____

To assist us in obtaining good competition on our Request for Proposals, we ask that each firm that has received an invitation but does not wish to submit state their reason(s) below. This form may be faxed to (410) 313-6789.

Unfortunately, we must offer a "No Bid" at this time because:

- _____ 1. We do not wish to participate in the bid process.
- _____ 2. We do not wish to bid under the terms and conditions of the Request for Sealed Bid document. Our objections are:

- _____ 3. We do not feel we can be competitive.
- _____ 4. We cannot submit a bid because of the marketing or franchising policies of the company.
- _____ 5. We do not wish to sell to The Howard County Public School System. Our objections are:

- _____ 6. We do not sell the item(s)/service(s) requested in the specific specifications.
- _____ 7. Other: