

**Request for Quotes (RFQ)
IT-24-190 – Puppet Premium Licenses**

SOLICITATION INFORMATION

Method of Solicitation: Request for Quotes (“RFQ”)
 RFQ Number: IT-24-190
 Period of Performance: 03/02/2025 to 03/01/2028
 RFQ Issue Date: December 2, 2024
 RFQ Due Date: December 16, 2024, by 11:00 AM ET

CONTRACT TO BE ISSUED BY

Universal Service Administrative Co. (“USAC”)
 700 12th Street, NW, Suite 900
 Washington, D.C. 20005

CONTACT INFORMATION

USAC CONTACT INFORMATION	OFFEROR CONTACT INFORMATION
Avaneque Johnson Procurement Specialist P: 202-916-3485 E: Avaneque.johnson@usac.org and Procurement@usac.org	(complete) Name: _____ POC: _____ POC Title: _____ POC Phone: _____ POC Email: _____ Address: _____

OFFEROR SIGNATURE

Name and Title

Date

1. REQUIREMENTS

The purpose of this procurement is to purchase **Puppet Premium Subscription licenses**. A full description of the products/services required by this RFQ is set forth in **Attachment 1 – Bid Sheet**.

Any party that provides a quote to this RFQ is considered an “Offeror”. Any Offeror that is awarded and enters into a contract with USAC pursuant to this RFQ is considered a “Contractor”.

Offeror shall provide the required products/services at the fixed prices set forth in **Attachment 1 – Bid Sheet**.

Offeror must be an authorized **seller/partner/reseller** capable of ordering and providing the required products/services, as outlined in **Attachment 1 – Bid Sheet** at the time of award selection. Offeror shall provide USAC with the complete (not partial) version specifications and quantities of the required line items identified on **Attachment 1 – Bid Sheet**. Most recent commercially available versions and releases must be supplied. Contractor shall provide new items only; USAC will not accept refurbished, or previously used items. USAC will also not accept any “gray market” item. “Gray market” is defined as trade of a commodity through distribution channels which are legal but are unofficial, unauthorized, or unintended by the original manufacturer.

2. PERIOD OF PERFORMANCE

The period of the performance of an awarded contract shall be 03/02/2025 through 03/02/2028. See **Attachment 1**.

3. COMPANY PROFILE

USAC is a not-for-profit Delaware corporation operating under the oversight of the Federal Communications Commission (“FCC”). 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. USAC does, however, conduct 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; 200.324; 200.326-327 and App. II to C.F.R. Part 200 (collectively “Procurement Regulations”).

4. INSTRUCTIONS FOR QUOTE SUBMISSION

Offeror’s quote shall include the following:

1. RFQ number.
2. Name, address and telephone number of Offeror.
3. Offeror’s Unique Entity Identifier number.
4. A quote that includes all line items in **Attachment 1 – Bid Sheet** and description of goods and/or services being offered in sufficient detail to evaluate compliance with the requirements in this RFQ.

5. The official letter of authorization from the manufacturer confirming that Offeror is, and will be, an authorized seller, partner or reseller of **the required** products and services as of the date(s) of award and time of delivery.
6. Completion of **Attachment 2 - Supply Chain Risk Management Questionnaire**.

Although **Attachment 1 – Bid Sheet** breaks out different items, any awarded contract will be a firm-fixed-price contract and, ultimately, the total firm-fixed-price amount will be considered when reviewing the quotes. Offeror's quoted price must include the following:

1. All applicable federal, state, and local sales, use, and excise taxes.
2. All costs for configuration of equipment, if applicable.
3. All other costs (i.e. labeling, packaging, packing, loading, storage, insurance, etc.).

Please email quotes to Procurement@usac.org and copy Avanegue.Johnson@usac.org. Quotes must be received by USAC no later than 12/16/2024, 2024 at 11:00 AM 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. If USAC awards a contract pursuant to 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, an Offeror must have adequate resources to perform the contract and a satisfactory record of integrity and business ethics. A responsible Offeror will be deemed technically acceptable if: (1) it is an authorized seller, partner or reseller at the time of submission of its quote and at time of award; (2) it proposes to provide, and has the apparent capability to provide, all the items identified in **Attachment 1 – Bid Sheet** in accordance with the terms of this RFQ, including the [USAC's General Terms and Conditions](#) and all attachments hereto; and (3) has an active registration in <https://www.sam.gov>, at the time of submission of its quote and contract award. By submitting a quote in response to this RFQ, Offeror certifies that it agrees to the USAC's General Terms and Conditions and that the [USAC's General Terms and Conditions](#) take precedence over any terms and conditions submitted in response to this RFQ.