Request For Proposals (RFP)

POSTED DATE: **November 18, 2026**
DEADLINE: **December 3, 2026, 10:00 am**

Barton County Information Technology Microsoft 365 Licensing for 2027

Project Introduction

Barton County seeks annual pricing for Microsoft 365 (including Microsoft Teams) licenses. Barton County is also requesting pricing for Microsoft 365 Copilot licenses integrated with Microsoft 365 applications (Outlook, Word, Excel, PowerPoint, Teams, and SharePoint) and not the no-cost Copilot Chat offering. The license type and quantities are noted below.

Project Requirements

Microsoft 365 Business Standard (including Microsoft Teams)	Quantity 168
Exchange Online Archiving for Exchange Online	Quantity 168
Microsoft Defender for Office 365 Plan 1	Quantity 168
Microsoft 365 Copilot	Quantity 15

Project Funding Source

Funding provided by Barton County.

Project Timeline

All licenses must be receipted to Barton County by December 30, 2026.

Additional Evaluation Criteria

The Barton County Commission award criteria may include, but is not limited to, pricing and availability.

Project Inquiries

Questions concerning the Request for Proposal must be submitted via email to Dereck Hollingshead, Information Technology Director, at dhollingshead@bartoncounty.org.

Submission Procedure

1. *Vendors may receive electronic notifications and submit proposals electronically through Bidnet, a link found under the Procurement tab at www.bartoncounty.org.*

   OR

2. *Proposals may also be submitted via mail or courier to Barton County Clerk, 1400 Main Street, Suite 202, Great Bend, Kansas, 67530.*

Barton County will not consider any proposal not prepared and not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all proposals. Any proposals may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. Proposals submitted after the closing date and time will be returned unopened. Proposals may not be withdrawn within sixty (60) days after the actual date of the opening thereof.

Awarding Bids/Proposals/Contracts

Barton County reserves the right to reject any and all bids/proposals/contracts and award in the County's best interests. Barton County will award bids/proposals/contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, a record of past performance, and financial and technical resources.

Barton County cannot enter into contracts with entities that have been suspended or debarred from participating in contracts supported with federal funds. For contracts over $25,000 supported with federal funds, Barton County will verify that a contractor is not excluded or disqualified by either:

- *Checking SAM (www.sam.gov);*
- *Collecting a certification from that contractor; or*
- *Adding a clause or condition to the cover transaction with that contractor.*

False or Misleading Statements

In the opinion of Barton County, if your proposal contains false or misleading statements or references which do not support the function, attribute, capability, or condition of your company and the products and services outlined in your proposal, your proposal will be rejected.

Conflicts of Interest

Vendors must list any current or potential clients or projects which may be (or cause) a conflict of interest in working for Barton County and describe the possible extent of the conflict.

Modification of Bids/Proposals/Contracts

Modifications to bids/proposals/contracts already submitted will be allowed if submitted in writing before the deadline. Modifications shall be submitted and shall not reveal the total amount of either the original or revised proposal.