

REQUEST FOR PROPOSAL
RFP #943791

Computer Accessories & Peripherals

RFP Timeline	
RFP Issue Date:	August 27, 2026
Deadline for Respondent Questions to MSU:	September 3, 2026
RFP Response Due Date:	September 23, 2026, 3:00 pm Eastern
Estimated Contract Award	Mid-November 2026

RFP Contact	
Name:	Amber Marr
Unit:	MSU Procurement
Email:	amber.marr@msu.edu
Phone:	517-884-6166

DESCRIPTION: Michigan State University (the “**University**” or “**MSU**”) is soliciting proposals through this Request for Proposal (“**RFP**”) for Computer Accessories & Peripherals. The requested services are more thoroughly described under the Scope of Work Section of this RFP. Firms intending to respond to this RFP are referred to herein as a “**Respondent**” or “**Supplier**.”

PROPOSAL INSTRUCTIONS

- PROPOSAL PREPARATION.** The University recommends reading all RFP materials prior to preparing a proposal, particularly these Proposal Instructions. Respondents must follow these Proposal Instructions and provide a complete response to the items indicated in the table below. References and links to websites or external sources may not be used in lieu of providing the information requested in the RFP within the proposal. Include the Respondent's company name in the header of all documents submitted with your proposal.

Document	Description	Response Instructions
Cover Page	Provides RFP title and number, important dates, and contact information for MSU	Informational
Proposal Instructions	Provides RFP instructions to Respondents	Informational
Respondent Information Sheet	Company and Contact Information, and Experience	Respondent must complete and submit by proposal deadline
Scope of Work	Describes the intended scope of work for the RFP	Respondent must complete and submit by proposal deadline
Pricing	Pricing for goods and services sought by the University through this RFP	Respondent must complete and submit by proposal deadline
Master Service Agreement	Provides legal terms for a contract awarded through this RFP	Deemed accepted by Respondent unless information required in Section 9, Master Service Agreement is submitted by proposal deadline

- EXPECTED RFP TIMELINE.**

Activity	Date
Issue RFP	August 27, 2026
Deadline for Respondent Questions to MSU	September 3, 2026
RFP Response Due	September 23, 2026, 3:00 pm Eastern
Estimated Contract Award	Mid-November 2026

- CONTACT INFORMATION FOR THE UNIVERSITY.** The sole point of contact for the University concerning this RFP is listed on the Cover Page. Contacting any other University personnel, agent, consultant, or representative about this RFP may result in Respondent disqualification.
- QUESTIONS.** Respondent questions about this RFP must be submitted electronically by email to the contact listed on the cover page of this RFP. In the interest of transparency, only written questions are accepted. Answers to all questions will be sent to Respondents via email. Submit questions by referencing the following: (i) Question Number, (ii) Document Name, (iii) Page Number, and (iv) Respondent Question. Please refer to **Section 2** above for the deadline to submit questions.

5. **MODIFICATIONS.** The University may modify this RFP at any time. Modifications will be sent via email. This is the only method by which the RFP may be modified.
6. **DELIVERY OF PROPOSAL.** The Respondent must submit its proposal, all attachments, and any modifications or withdrawals electronically via email to the contact listed on the cover page of this RFP. **The price proposal should be saved separately from all other proposal documents and should be sent as a separate attachment from the other proposal documents.** The Respondent should submit all documents in a modifiable (native) format (examples include but are not limited to: Microsoft Word or Excel and Google Docs or Sheets). In addition to submitting documents in a modifiable format, the Respondent may also submit copies of documents in PDF. Respondent's failure to submit a proposal as required may result in disqualification. The proposal and attachments must be fully uploaded and submitted prior to the proposal deadline. **Do not wait until the last minute to submit a proposal.** The University **may not** allow a proposal to be submitted after the proposal deadline identified in the Cover Page, even if a portion of the proposal was already submitted.
7. **MANDATORY MINIMUM REQUIREMENTS.** The RFP may contain minimum qualifications, which will be identified as "**Mandatory Minimum Requirements**" in the Scope of Work Section of this RFP. If the RFP does contain mandatory minimum requirements, any proposal not meeting these minimum requirements **will be deemed non-qualified and will not be considered.** All proposals meeting these mandatory minimum requirements will proceed for review and evaluation consistent with **Section 8, Evaluation Process.**
8. **EVALUATION PROCESS.** The University will convene a team of individuals from various Departments within MSU to evaluate each proposal based on each Respondent's ability to provide the required services, taking into consideration the overall cost to the University. The University may require an oral presentation of the Respondent's proposal; conduct interviews, research, reference checks, and background checks; and request additional price concessions at any point during the evaluation process. The following criteria will be used to evaluate each proposal:

Criteria	Weight
Provided competitive pricing matrix against MSRP for the categories	15%
Product availability and breadth of offerings	10%
Expertise and experience in supplying accessories and peripherals	3%
Customer support availability – dedicated MSU resource	10%
Commitment to delivery and fulfillment timelines	15%
Training, ongoing support, and/or consulting capabilities/provisions	5%
Price	20%
Supplier risk	12%
Adherence to legal terms	10%
	100%

9. **MASTER SERVICE AGREEMENT.** The University strongly encourages strict adherence to the terms and conditions set forth in the Master Service Agreement. The University reserves the right to deem a proposal non-responsive for failure to accept the Master Service Agreement. Nevertheless, the Respondent may submit proposed changes to the Master Service Agreement in track changes (i.e., visible edits) with an explanation of the Respondent's need for each proposed change. Failure to include track changes with an explanation of the Respondent's need for the proposed change constitutes the Respondent's acceptance of the Master Service Agreement. General statements, such as "the Respondent reserves the right to negotiate the terms and conditions," may be considered non-responsive.

- 10. CLARIFICATION REQUEST.** The University reserves the right to issue a Clarification Request to a Respondent to clarify its proposal if the University determines the proposal is not clear. Failure to respond to a Clarification Request timely may be cause for disqualification.
- 11. RESERVATIONS.** The University reserves the right to:
- a. Disqualify a Respondent for failure to follow these instructions.
 - b. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, your preparation and submission of a proposal, and the University's subsequent receipt and evaluation of your proposal does not commit the University to award a contract to you or anyone, even if all the requirements in the RFP are met.
 - c. Consider late proposals if: (i) no other proposals are received; (ii) no complete proposals are received; (iii) the University received complete proposals, but the proposals did not meet mandatory minimum requirements or technical criteria; or (iv) the award process fails to result in an award.
 - d. Consider an otherwise disqualified proposal, if no other proposals are received.
 - e. Disqualify a proposal based on: (i) information provided by the Respondent in response to this RFP; or (ii) if it is determined that a Respondent purposely or willfully submitted false or misleading information in response to the RFP.
 - f. Consider prior performance with the University in making its award decision.
 - g. Consider total-cost-of-ownership factors (e.g., transition and training costs) when evaluating proposal pricing and in the final award.
 - h. Refuse to award a contract to any Respondent that has outstanding debt with the University or has a legal dispute with the University.
 - i. Require all Respondents to participate in a Best and Final Offer round of the RFP.
 - j. Enter into negotiations with one or more Respondents on price, terms, technical requirements, or other deliverables.
 - k. Award multiple, optional-use contracts, or award by type of service or good.
 - l. Evaluate the proposal outside the scope identified in **Section 8, Evaluation Process**, if the University receives only one proposal.
 - m. Obtain and consider information from other sources concerning a Respondent, such as the Respondent's capability and performance under other contracts, the qualifications of any subcontractor identified in the Proposal, the Respondent's financial stability, past or pending litigation, and other publicly available information.
 - n. Utilize third parties to assist in the evaluation process, provided such parties are subject to confidentiality requirements.
- 12. AWARD RECOMMENDATION.** The contract will be awarded to the responsive and responsible Respondent who offers the best value to the University, as determined by the University. Best value will be determined by the Respondent meeting any mandatory minimum requirements and offering the best combination of the factors in **Section 8, Evaluation Process**, and price, as demonstrated by the proposal. The University will email a **Notice of Award** to all Respondents. A Notice of Award does not constitute a contract, as the parties must reach final agreement on a signed contract before any services can be provided. The awarded Respondent is prohibited from partnering with losing bidders unless the RFP specifically allows for such arrangement, and any violation of this prohibition may result in disqualification of the awarded Respondent.
- 13. GENERAL CONDITIONS.** The University will not be liable for any costs, expenses, or damages incurred by a Respondent participating in this solicitation. The Respondent agrees that its proposal will be considered an offer to do business with the University in accordance with its proposal, including the Master Service Agreement, and that its proposal will be irrevocable and binding for a period of 180 calendar days from date of submission. If a contract is awarded to the Respondent, the University may, at its option, incorporate any part of the Respondent's proposal into the contract. This RFP is not an offer to enter into

MICHIGAN STATE UNIVERSITY

a contract. This RFP may not provide a complete statement of the University's needs, or contain all matters upon which agreement must be reached. Proposals submitted via email are the University's property.

14. **FREEDOM OF INFORMATION ACT.** Respondent acknowledges that any responses, materials, correspondence or documents provided to the University may be subject to the State of Michigan Freedom of Information Act ("FOIA"), Michigan Compiled Law 15.231 *et seq.*, and may be released to third parties in compliance with FOIA or any other law. Questions about the Respondent's own performance can be directed to the RFP Contact indicated on page 1 of this document. Questions about the overall evaluation and any other post-award inquiries must be submitted via a formal FOIA request to the [Michigan State University FOIA office](#).

RESPONDENT INFORMATION SHEET

Please complete the following Information Sheet in the space provided:

Information Sought	Response
Contact Information	
Respondent's sole contact person during the RFP process. Include name, title, address, email, and phone number.	
Person authorized to receive and sign a resulting contract. Include name, title, address, email, and phone number.	
Respondent Background Information	
Legal business name and address. Include business entity designation, e.g., sole proprietor, Inc., LLC, or LLP.	
What state was the company formed in?	
Main phone number	
Website address	
DUNS# AND/OR CCR# (if applicable):	
Number of years in business and number of employees	
Would this represent a material portion of your organization's annual revenue?	
Legal business name and address of parent company, if any	
Has your company (or any affiliates) been a party to litigation against Michigan State University? If the answer is yes, then state the date of initial filing, case name and court number, and jurisdiction.	
Experience	
Describe relevant experiences from the last 5 years supporting your ability to successfully manage a contract of similar size and scope for the services described in this RFP.	
Experience 1	
Company name Contact name Contact role at time of project Contact phone Contact email	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFP?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	
Experience 2	
Company name Contact name	

MICHIGAN STATE UNIVERSITY

Contact role at time of project Contact phone Contact email	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFP?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	
Experience 3	
Company name Contact name Contact role at time of project Contact phone Contact email	
1. Project name and description of the scope of the project 2. What role did your company play? 3. How is this project experience relevant to the subject of this RFP?	
Start and end date (mm/yy – mm/yy)	
Status (completed, live, other – specify phase)	

SCOPE OF WORK

Please address each of the sections below in a written response, which can be completed on a separate sheet (using the same section headings).

1. Background.

Purpose:

To secure qualified suppliers for the provision, delivery, and ongoing support of a broad range of accessories and peripherals for the MSU Tech Store. This initiative supports the technology needs of students, faculty, staff, and departments at Michigan State University by ensuring consistent availability, competitive pricing, and reliable support for accessories and peripherals.

Secondary Objectives:

- Enhance campus technology experience through high-quality products.
- Streamline procurement and inventory management.
- Support departmental direct billing and just-in-time inventory.

2. Scope of Work.

Suppliers are invited to propose solutions for the supply of accessories and peripherals, including but not limited to:

- Adapters & Networking Cables
- Apple MacBook & Desktop Accessories
- Bluetooth Accessories
- Cases, Sleeves, Backpacks, Protection
- Charging Cables/Adapters & Wireless Charging
- Docking Stations & Hubs/Adapters
- Earbuds, Headphones, Headsets
- External Hard Drives, Flash Drives, SD Card Readers
- iPad & Tablet Accessories
- Mice, Keyboards, Mousepads, Desk Mats
- Microphones, Webcams
- Phone Accessories
- Printer Cables
- Speakers & Soundbars
- Stylus, Smartpens, Apple Pencils
- WiFi & Networking Devices
- Other Computer Accessories and Convenience Items

Intent:

Products will be used by MSU students, faculty, staff, and departments for academic, research, and administrative purposes. The MSU Tech Store will utilize these products for both brick-and-mortar and online sales, supporting departmental direct billing and campus-wide technology initiatives.

3. Timeline

- Contract Start Date: 2027
- Initial Delivery: Within two business days of order receipt for standard items; expedited delivery for just-in-time inventory needs.
- Ongoing Fulfillment: Continuous supply as per inventory requirements and campus demand.

4. Definitions and Applicable Documents

- Accessories and Peripherals: As defined in MSU Tech Store product categories.
 - Samples are listed in the attached product accessory category list

5. Requirements

Mandatory Minimum Requirements

1. All products **must** be compatible with current general computing technology including Windows 10 and Windows 11 devices as well as current supported Apple operating system devices.
2. Suppliers **must** comply with MSU procurement, accessibility, and security policies.

Performance/Technical Requirements

3. Products **must** be new, genuine, and covered by manufacturer warranty.
4. Suppliers **must** provide technical specifications, compatibility details, and product documentation; manufacturer information is acceptable.
5. Delivery **must** be timely, with clear instructions for installation and activation where applicable.
6. Suppliers **must** provide options for bulk purchasing and special pricing.
7. Suppliers **must** support returns, exchanges, and RMA opportunities.

Additional Requirements

Installation, Implementation, and Training

1. Suppliers should provide installation support for complex peripherals (e.g., docking stations, monitors).
2. Training resources or sessions for MSU Tech Store staff on new technologies are preferred.
3. Suppliers should provide documentation and support for product setup and troubleshooting; manufacturer documentation is acceptable.

Maintenance

4. Advance notice for changes to terms of service, maintenance, or product advisories is required.

6. Expected Deliverables

- Formal agreement for supply and support of accessories and peripherals.
- Documentation on pricing, product specifications, warranty, and support terms.
- Monthly or quarterly reporting on product purchases, renewals, and inventory status.

- Access to product documentation, installation instructions, and support materials.

7. Special Pricing Structures

- Suppliers may propose cost-share, fixed rate, or variable pricing models
 - Example pricing matrices located in the pricing section on pages 12 & 13.
- Discounts for bulk or long-term purchases are encouraged.

8. Evaluation Criteria

In line with the criteria in Section 8 above, Proposals will be evaluated based on:

- Respondents must provide a competitive pricing matrix against MSRP for the categories listed in the attached product accessory category list
- Product availability and breadth of offerings.
- Demonstrated expertise and experience in supplying accessories and peripherals.
- Quality and responsiveness of customer support.
- Respondents must provide language on how they commit to delivery and fulfillment timelines.
- Compliance with MSU's procurement, warranty, and support policies.
- Value-added services such as training, ongoing support, or consulting.

9. Proposal Submission Requirements (per Procurement Guidelines)

All proposals must include:

- Cover letter summarizing supplier experience and capabilities.
- Detailed pricing for all products and services listed in this RFP.
- Information on product availability, delivery schedules, and associated costs.
- Outline of support services, including training options and response times.
- References from other organizations currently served by the supplier (if available).
- Any terms or conditions associated with the purchase agreement.
- The University is required to comply with the Americans with Disabilities Act of 1990 (ADA), and has adopted a formal policy regarding accessibility requirements for websites and software applications which is based on the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA.
- If this purchase is related to a digital product or service, then the supplier is required to submit a completed VPAT as part of their proposal for MSU's review.
 - VPAT Version 2.5 or 2.5Rev should be used.
 - WCAG 2.2 Level AA should be included in the applicable standards/guidelines.
 - The report should be completed within the last two years to be considered current.
 - The report should include manual testing in the evaluation and methods.
- Reports prepared by third-party accessibility professionals are preferred over reports prepared internally by the supplier. Detailed explanations of the evaluation methods and of criteria

remarks/explanations should be present in internally prepared reports. As part of MSU's review of product accessibility, MSU may request access to a test or sample environment.

PRICING

Please include a Pricing proposal as identified below on a separate sheet.

Pricing may be presented in any of the formats below, similar to the provided product spreadsheet, or in a format of respondent's choosing based on Section 7 on page 10 above.

Individual Item Pricing

Item #	Manufacturer	Description	MSRP	Discount	MSU Discount

Add additional lines as needed for pricing

UNIVERSITY

Pricing by Category

[illegible]

Add additional lines as needed for pricing



MASTER SERVICE AGREEMENT

(attached as a separate document)

Please refer to Section 9 of the RFP Instructions when reviewing the Master Services Agreement terms and conditions.