

**REQUEST FOR PROPOSAL #R10-1173 FOR:  
Technology Software, Equipment, Services and  
Related Solutions**

November 8, 2024

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**PROPOSAL FORM 1: ATTACHMENT B – PRICING**

Pricing should be entered in the attachment B Excel form provided in this RFP packet. Please reference Section 1, Part B, Instructions to Proposers, for more information on how to complete pricing.

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## PROPOSAL FORM 2: QUESTIONNAIRE & EVALUATION CRITERIA

### Instructions:

Respondents should incorporate their questionnaire responses directly into the green cells below. Failure to provide responses in this format may result in the proposal being deemed as non-responsive at the sole discretion of Region 10.

Respondents may incorporate additional documents as part of their response which may be utilized by Region 10 as part of the evaluation. Additional documents must be consolidated as part of this Section 2 at the end of your response. **Vendor responses are strictly limited to 100 total pages (not including Attachment B – Pricing Excel pricesheet).** Vendors who submit more than 30 additional pages may result in the proposal being deemed non-responsive at the sole discretion of Region 10.

Region 10 has associated the evaluation criteria with the question that most closely aligns with that respective evaluation criteria. Region 10 reserves the right at its sole discretion to base its evaluation and specific evaluation criteria on any part of the respondent's proposal.

Evaluation Criteria	Question	Answer
<b>Basic Information</b>		
Required information for notification of RFP results	<i>What is your company's official registered name?</i>	Virtucom, Inc.
	<i>What is the mailing address of your company's headquarters?</i>	1 Sun Court NW, Peachtree Corners, Ga 30092
	<i>Who is the main contact for any questions and notifications concerning this RFP response, including notification of award? Provide name, title, email address, and phone number.</i>	Don Tang, Chief Operations Officer <a href="mailto:proposals@virtucom.com">proposals@virtucom.com</a> 800-890-2611 ext. 206
<b>Products/Pricing (30 Points)</b>		
Coverage of products and services	No answer is required. Region 10 will utilize your overall response and the products/services provided in Attachment B to make this determination	
Ability of offered products and services to meet the needs requested in the scope	No answer is required. Region 10 will utilize your overall response and the products/services provided in Attachment B to make this determination	
Competitive pricing for all available products and services, including warranties if applicable	<i>Does pricing submitted include the required administrative fee?</i>	Yes
	<i>Do you offer any other promotions or incentives for customers? If yes, please describe.</i>	No

Ability of Customers to verify that they received contract pricing	<i>Were all products/lines/services and pricing being made available under this contract provided in the attachment B and/or Appendix B, pricing sections, including shipping, installation, and other peripheral costs/fees?</i>	Yes
Payment methods	<i>Define your invoicing process and methods of payments you will accept. Please include the overall process for agencies to make payments</i>	Our standard terms for payment are Net 30. Invoices are created once a device has been shipped or when installation services are completed if those services were requested. Invoices are sent to the school or district for processing.
Other factors relevant to this section as submitted by the Respondent	No answer is required. Region 10 will utilize your overall response and the products/services provided in Attachment B to make this determination	
<b>Performance Capability (25 Points)</b>		
Product, service and solution features and capabilities	<i>Please provide a high-level overview of the products and services being offered and how they address the scope being requested herein.</i>	Virtucom can provide technology solution products and services from several of our manufacturer partners. While our proposed solution is based on our experience with large K-12 districts, these recommended procedures can be customized prior to contract implementation and throughout the contract. Our team structure and functionality allows us to be flexible to meet the specific needs of your members. As a turn-key service provider, Virtucom is offering optional services complementing hardware solutions. These additional services are designed to improve technology support throughout each district and alleviate the Technology Departments of some routine maintenance and services.
	<i>Outline how your products and services compare to those of your competitors.</i>	<ul style="list-style-type: none"> <li>a. Our experience – for over 26 years, Virtucom has supported turn-key technology deployments for K-12 customers</li> <li>b. Virtucom is focused on education technology, which makes up over 98% of our sales and service solutions.</li> <li>c. Our services are tailored to each customer’s specific needs. Any education technology is available to any district, but it is the specific needs of a district which vary so our services are customized for each customer.</li> <li>d. Various services available in a-la-cart options for individual customer options</li> <li>e. Certified M/WBE</li> <li>f. Authorized Service Partner (ASP) for major technology manufacturers. We can supply and support the devices we sell. <ul style="list-style-type: none"> <li>o ESports hardware</li> <li>o Displays</li> <li>o Gaming accessories</li> </ul> </li> <li>g. Financially secure</li> <li>h. U.S.-based customer service</li> <li>i. Technicians certified in computer hardware, networking, Microsoft, Cisco, Java, etc. to provide expertise on various projects</li> <li>j. Proactive communication <ul style="list-style-type: none"> <li>o Kick-off project meeting</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>o Weekly calls between our Key Personnel and client project staff</li> <li>o Updates on product life cycles and new technology upgrades as they become available</li> <li>o Project Management Team Reviews</li> </ul>
	<p><i>Describe how you maintain multiple manufacturer brand offerings and applicable vetting strategies for onboarding new product brands.</i></p>	<p>Virtucom can provide technology solution products and services from several of our manufacturer partners. We are authorized dealers or premier partners with HP, Lexmark, Cisco, Intel, McAfee, LANDesk, IBM, SonicWall, Lenovo, Microsoft, Symantec, Acer, Asus, Samsung and may others.</p>
	<p><i>Outline how your products, services and/or solutions meet necessary industry standards and regulatory requirements.</i></p>	<p>While our proposed solution is based on our experience with large K-12 districts, these recommended procedures can be customized prior to contract implementation and throughout the contract. Our team structure and functionality allows us to be flexible to meet the specific needs of your members.</p> <p>As a turn-key service provider, Virtucom is offering optional services complimenting ESports hardware solutions. These additional services are designed to improve technology support throughout each district and alleviate the Technology Departments of some routine maintenance and services.</p>
	<p><i>Describe environmental and energy efficiency practices your organization follows such as end-of-life device removal and sustainability initiatives.</i></p>	<p>Making rational use of natural resources and preventing pollution is the environmental responsibility of us all - it is not just about teaching students. That is why Virtucom is proud to incorporate our own environmentally responsible process along with partnering with manufacturers with similar actions.</p> <p>During our deployment and warranty support processes, we group our teams into clusters or zones. Our technicians will map out site visits based on their cluster or zone, which minimizes travel and carbon footprints.</p> <p>When possible, we provide bulk shipping of multiple devices in specialized boxes. This eliminates waste at our customer's locations.</p> <p>We have converted to all electronic orders, filing, storage, and communications to minimize paper usage in our offices.</p> <p>Our corporate facility utilizes a cardboard compactor to help recycle boxes. Additionally, we recycle aluminum, plastics, and paper in our offices.</p>
	<p><i>List the number and location of offices or service centers for all states being proposed in solicitation. Additionally, if your company does not offer all products and services in all 50 states, please describe any geographical limitations on any product or service offered.</i></p>	<p>Virtucom has five (5) regional facilities as well as regional technicians and sales staff to support customers locally.</p> <ul style="list-style-type: none"> <li>• Headquarters: 1 Sun Ct NW, Peachtree Corners, GA 30092</li> <li>• 252 Byron Street, Suite B, Chesapeake, VA 23320</li> <li>• 2912 Skyway Circle North, Irving, TX 75038</li> <li>• 36 Rosscraggon Rd, Suite C, Asheville, NC 28803</li> <li>• 3021 Sandy Pkwy, Bldg #1, Suite D, Columbus, GA 31909</li> </ul>
	<p><i>Outline any value-added capabilities not already addressed.</i></p>	<p>We recognize that supporting Region 10 ESC and its members goes beyond the needs outlined within the bid request. Our desire is to bring value beyond your requests to further drive not only our efficiency and effectiveness, but also success in ESports programs to the members' future.</p> <p>The list of Value Adds provided below by Virtucom are key differentiators offered to Region 10 ESC and its members at no additional cost to the District.</p> <ul style="list-style-type: none"> <li>• Sanitization of Devices</li> </ul>

		<ul style="list-style-type: none"> <li>• Project / Device Status Lookup</li> <li>• Free Online Warranty Claim Submission</li> </ul>
Customer implementation and scalability	<i>Describe your company's implementation and training plan for new customers, including general timelines for applicable implementation services.</i>	<p>Virtucom recognizes the critical role that effective technical training plays in a successful technology implementation. Our technical training, if requested, would be provided directly from our Virtucom resources. Costs of training would be provided as an additional quote upon request.</p> <p>Below is a recommendation of training that can be provided. The specific topics and schedule for training will be mutually agreed upon by Virtucom and your member's Technology Department.</p>
	<i>Outline what ongoing training and consulting support is available to customers.</i>	Virtucom's online solution includes a customized pricing catalog as well as online solutions designed specifically for our clients. As part of Virtucom's consultative approach, Virtucom has the ability to create an enhanced and unique web-based landing page customized specifically for a customer, creating a single, maneuverable destination highlighting important contract information such as products, services, order information, and contact information.
	<i>Outline the scalability of the products, services and/or solutions offered for varying organizational sizes and growth trajectories.</i>	Virtucom is adept at delivering IT solutions that are precisely scalable to meet the diverse requirements of K-12 institutions, with a particular emphasis on accommodating organizational growth and varied operational scales. Leveraging expertise in logistics and project management, we orchestrate extensive rollouts of Chromebooks, Windows devices, and other essential technology, ensuring that institutions are fully equipped to achieve their educational objectives. Our deployment strategy encompasses advanced imaging, meticulous asset tagging, seamless delivery to specified classrooms or facilities, and robust repair services. By including device repair as a core component, we minimize disruptions and ensure optimal functionality for all hardware assets critical to educational operations. Additionally, we offer tailored training programs that enhance faculty and staff proficiency, ensuring the optimal integration and utilization of technological resources within educational settings.
Maintenance services and staff qualifications	<i>Outline your preventative maintenance program for the offered products and services.</i>	Approximately two-thirds of Virtucom staff are comprised of technical support led by high quality Services Directors. Virtucom can utilize a combination of current service team staff and expand to hire permanent local staff based on the size and scope of the project. During the initial phase of a project, Virtucom current service team can temporarily locate to the area. This experienced team may include a Project Manager, Project Lead(s), engineers, and technicians to establish procedures for the project based on requests, get the project up and running, and bring the new local staff up to date on the Virtucom standards, expectations and results. After the local team is able to manage the project, new Project Leads may take over the leadership roles to maintain the level of service expected.

		<p>Virtucom’s service team can provide next business day on-site support as well as phone and remote support to best address service of warranty issues.</p> <p>Virtucom has the ability to work with customers to make available replacement or loaner devices during warranty repairs that will take over a specified time to complete</p> <p>Virtucom’s structure specifically designed to support our clients allowing Virtucom to customize specific services to meet our client’s requests.</p>
	<p><i>Identify certifications and qualifications required by technical and maintenance staff.</i></p>	<p>Our Virtucom service team members possess certifications in the following areas and are available for a multitude of specific needs that ensure overall project success:</p> <ul style="list-style-type: none"> <li>☑ A+</li> <li>☑ Project +</li> <li>☑ Network +</li> <li>☑ HP Certified</li> <li>☑ Lenovo Certified</li> <li>☑ Dell Certified</li> <li>☑ Google Certified</li> <li>☑ Lexmark Certified</li> <li>☑ Promethean Certified Installer</li> <li>☑ Microsoft Certified IT Professional</li> <li>☑ Microsoft Certified Solutions Associate (MCSA)</li> <li>☑ Microsoft Enterprise Administrator on Windows Server</li> <li>☑ Microsoft Windows Server</li> <li>☑ Microsoft Windows Server Active Directory</li> <li>☑ Microsoft Windows Server Network Infrastructure</li> <li>☑ Microsoft Windows Server Applications Infrastructure Configuration</li> <li>☑ Cisco Certified CCNA</li> <li>☑ Cisco Certified CCDA</li> <li>☑ CIW Database Design Specialist</li> <li>☑ CIW JavaScript Specialist</li> <li>☑ CIW Web Design Specialist</li> <li>☑ CIW Web Security Associate / Professional / Specialist</li> </ul>
<p>Integration with other platforms</p>	<p><i>Outline any integration capabilities the proposed services and/or solutions have with existing IT infrastructure or other platforms/systems.</i></p>	<p>For projects that request our deployment and installation services, Virtucom will provide our most experienced Project Management staff to develop mutual implementation plans and support for this contract with your member. We designate our project management as Virtucom’s Premier Support.</p> <p>Under the Premier Support teams, our clients receive the dedication of Virtucom’s most experienced members from every department within the company organization. This ensures Virtucom structuring our team experienced to meet the commitment to excellence, develop technology deployments, and support models to realize the needs of each member.</p>

	<p><i>Outline product assessment capabilities to ensure product compatibility with existing hardware systems.</i></p>	<p>Virtucom applies a rigorous framework to evaluate product compatibility and optimize integration with existing technological infrastructures. Our technical team performs exhaustive evaluations of institutional technology landscapes, encompassing device inventories and operating system configurations. We conduct pre-deployment testing in controlled environments to confirm the performance and interoperability of proposed solutions. Collaborations with major original equipment manufacturers (OEMs) grant us access to certified compatibility resources, ensuring alignment with institutional requirements. By partnering closely with institutional IT teams, we ensure proposed solutions are meticulously tailored to meet both immediate and long-term operational goals.</p>
<p>Security protocols and privacy protection</p>	<p><i>Please describe protocols taken to ensure the protection of privacy and data.</i></p>	<p>Virtucom upholds the highest standards of privacy and data security, integrating advanced safeguards into every aspect of our operations. Robust role-based access controls ensure that only authorized personnel are granted access to sensitive systems and information. We conduct systematic audits and vulnerability assessments to proactively identify and mitigate potential threats to institutional data integrity. A comprehensive incident response strategy enables rapid containment and resolution of any emergent security breaches or cyber threats.</p>
<p>Customer service/problem resolution</p>	<p><i>Describe your company's Customer Service Department (hours of operation, how you resolve issues, number of service centers, etc.).</i></p>	<p>Our customer service approach is simple. Our assigned Relationship Manager for a member's territory will be the primary point of contact regarding all communications about the project, purchase orders, product questions, customer service inquiries, and all other matters relating to this proposal. Our Account Support team will provide back-end support for that Relationship Manager to ensure timely responses. Virtucom's standard hours of operation are 7:30 a.m. to 5:00 p.m. EST, Monday-Friday. Our five (5) regional facilities and additional technicians adjust according to the local time zone. Our sales staff will provide their cell phone and email contact information and would be available after hours.</p>
	<p><i>Describe the type of emergency orders or requests your organization typically receives and how you respond to those requests.</i></p>	<p>Virtucom's operational philosophy is fundamentally customer-centric, prioritizing satisfaction and efficiency in all emergency order and request processes. A specialized rapid response team manages high-priority requests with precision, minimizing operational downtime and ensuring swift resolution. Through synergistic partnerships with leading manufacturers, we secure prioritized handling and expedited delivery of critical equipment and resources. With a nationwide network of distribution and repair facilities and a dedicated fleet service, we guarantee rapid delivery and maintenance services tailored to the needs of our clients. Transparent and proactive communication with clients throughout the fulfillment process ensures clarity and confidence in our services. Virtucom's dedication to operational excellence,</p>

		fortified by strategic alliances and robust infrastructure, enables us to consistently deliver high-quality, timely solutions that meet and exceed the exigent demands of our clients.
	<i>Outline the return and exchange policy including any warranties/product guarantees offered.</i>	All refunds or credits are granted only upon approval from Virtucom, Inc. A full refund or credit will be considered only within 30 days of the date of the invoice. No credit or refund will be considered for the component parts orders after 30 days. Any items being returned for credit or refund MUST be returned in the original, unmarked, undamaged condition and complete package which includes all manuals, software, cables and accessories. Otherwise, the customer is subject to restocking or reconditioning charges
Financial condition of vendor	<i>Demonstrate your financial strength and stability with meaningful data. This could include, but is not limited to, such items as financial statements, SEC filings, credit &amp; bond ratings, letters of credit, and detailed refence letters</i>	Virtucom is a financially secure company with annual sales of over \$50 million, we have no defaults or bankruptcies. As a privately held company, our financial statements are confidential and can be provided upon requests.
	<i>What was your annual sales volume over last three (3) years?</i>	\$50-75 million
History of meeting products and services deadlines	<i>Outline the process timeline for product pickup, delivery and any other applicable capabilities not already addressed.</i>	<p>Virtucom recommends the following procedures for an efficient delivery and installation process. These processes will be customized to meet your member’s requirements and specific requests.</p> <p>The first step to ensuring all needs are achieved is to meet with the district’s project management staff to establish an agreed upon installation procedure and checklist. Virtucom staff will meet these expectations with every device deployed. We will work closely with the district and commit to our mutually agreed upon installation and deployment schedules. Upon receipt of your member’s purchase order, Virtucom will arrange for devices to be delivered to our facility. Virtucom technicians will perform a Pre-Deployment Inspection (PDI) on 100% of the Systems in Virtucom’s Customer Control Center.</p> <ul style="list-style-type: none"> <li>• Upon receipt of the devices, our technicians will perform an inspection of the products. Boxes that appear to be damaged during delivery will be examined before Virtucom accepts ownership. Once Virtucom accepts ownership, the boxes will be unpacked, and the devices will be inspected for damage.</li> <li>• Shipping documents and purchase orders will be compared to verify the complete and correct order was received. Virtucom will follow-up with the manufacturer and resolve any discrepancies.</li> </ul> <p>Virtucom technicians will perform any depot services requested such as imaging, asset tagging, etc. The devices will be securely repackaged and staged for delivery.</p> <p>We can provide the district’s project management with delivery schedules one (1) week in advance and contact two (2) days before delivery. When scheduled, Virtucom’s technicians will deploy to each requested location.</p> <p>Virtucom will create a mutually agreed upon checklist for the installation and deployment of devices. Each Virtucom technician will be responsible for ensuring the checklist is completed</p>

		for each device. Team Leads will verify projects are completed before communicating and performing a final walk through with the district's staff.
Other factors relevant to this section as submitted by the Respondent	<i>Describe the capacity of your company to provide management reports, i.e. consolidated billing by location, time and attendance reports, etc. for each eligible agency</i>	Virtucom is able to provide many customizable reports, such as: <input checked="" type="checkbox"/> Consolidated billing by location <input checked="" type="checkbox"/> Installation reports by location <input checked="" type="checkbox"/> Service team time/attendance reports <input checked="" type="checkbox"/> Order status reports <input checked="" type="checkbox"/> Inventory reports <input checked="" type="checkbox"/> Warranty expiration/service reports <input checked="" type="checkbox"/> Work order reports – summary and detail
	<i>Provide your safety record, safety rating, EMR and worker's compensation rate where available.</i>	Virtucom employees are trained according to OSHA and state guidelines. We have no reported safety issues to report. The worker's compensation rates are as follows: Class code 8742 - Salesperson or Collectors outside - \$.31 rate Class code 5191 – Office Machine Installation inspection, adjustment or repair - \$1.19 GA rate Class code 5191 – Office Machine Installation inspection, adjustment or repair - \$.49 TX rate We can provide additional rates upon request. We chose Georgia and Texas for a sample range.
<b>Qualification and Experience (25 Points)</b>		
Respondent reputation in the marketplace	<i>Provide a link to your company's website</i>	www.virtucom.com
	<i>Please provide a brief history of your company, including the year it was established.</i>	Virtucom is devoted to enhancing the K-12 learning experience through the provision of skilled technology services and turnkey solutions. Utilizing technology's newest developments, we strive to benefit the academic process for schools, teachers, administrators, and students. Since our initial foundation in 1995, we have partnered with nine (9) of the nation's top fifty (50) school districts along with over 5,000 additional institutions in the pursuit of progressive, educational technology partnerships. We professionally supply school campuses with the necessary tools for a leading-edge and efficient learning environment while satisfying schools' ever-changing technology needs.
Past relationship with Region 10 ESC and/or Region 10 ESC members	<i>Have you worked with Region 10 in the past? If so, provide the timeframe and main contact for that work?</i>	No
Experience and qualification of key employees	<i>Please provide contact information and resumes for the person(s) who will be responsible for the following areas. Region 10 requests contacts to cover the following:  * Executive Support  * Account Manager  * Contract Manager</i>	Executive Support <ul style="list-style-type: none"> <li>Don Tang, COO / ph # 800-890-2611 ext.206 / <a href="mailto:proposals@virtucom.com">proposals@virtucom.com</a></li> </ul> Account / Contract Manager <ul style="list-style-type: none"> <li>Drew Frazier, Bid Desk Supervisor / ph # 804-799-1512 / <a href="mailto:bidteam1@virtucom.com">bidteam1@virtucom.com</a></li> </ul> Billing / Accounts Payable

	<p>* Marketing * Billing, reporting &amp; Accounts Payable</p>	<ul style="list-style-type: none"> <li>Shumei Zhang, Finance Manager / ph # 800-890-2611 / AR@virtucom.com</li> </ul>
Past experience working with the public sector	<p><i>What are your overall public sector sales, excluding Federal Government, for last three (3) years?</i></p> <p><i>What is your strategy to increase market share in the public sector?</i></p>	<p>Virtucom specializes in the education industry, so our sales numbers are the same as above.</p> <p>a. Our experience – for over 26 years, Virtucom has supported turn-key technology deployments for K-12 customers b. Virtucom is focused on education technology, which makes up over 98% of our sales and service solutions. c. Our services are tailored to each customer’s specific needs. Any education technology is available to any district, but it is the specific needs of a district which vary so our services are customized for each customer. d. Various services available in a-la-cart options for individual customer options e. Certified M/WBE f. Authorized Service Partner (ASP) for major technology manufacturers. We can supply and support the devices we sell. g. Financially secure h. U.S.-based customer service i. Technicians certified in computer hardware, networking, Microsoft, Cisco, Java, etc. to provide expertise on various projects j. Proactive communication</p> <ul style="list-style-type: none"> <li>Kick-off project meeting</li> <li>Weekly calls between our Key Personnel and client project staff</li> <li>Updates on product life cycles and new technology upgrades as they become available</li> <li>Project Management Team Reviews</li> </ul>
Past litigation, bankruptcy, reorganization, state investigations of entity or current officers and directors	<p><i>Provide information regarding whether your firm, either presently or in the past, has been involved in any litigation, bankruptcy, or reorganization.</i></p>	<p>Virtucom, Inc. has never been involved in any litigation, bankruptcy, or reorganization.</p>
Minimum of 5 public sector customer references relating to the products and services within this RFP	<p><i>Provide a minimum of five (5) customer references for product and/or services of similar scope dating within the past 3 years. Please try to provide references for K12, Higher Education, City/County and State entities. Provide the entity; contact name &amp; title; city &amp; state; phone number; years serviced; description of services; and annual volume</i></p>	<p>Dekalb County School District Natalie Terrell, Director of Project Management 1701 Mountain Industrial Blvd Stone Mountain, GA 30083 (678) 676-1163 <a href="mailto:Natalie_d_terrell@dekalbschoolsga.org">Natalie_d_terrell@dekalbschoolsga.org</a></p> <ul style="list-style-type: none"> <li>Multi-million dollar contracts over a 5 year period. Install computers, Chromebooks, carts, and interactive flat panel displays with project management, imaging, asset tagging, etching, training, and warranty support</li> </ul> <p>Virginia Beach City Public Schools Michael A. Combs, Director of Technology 2512 George Mason Drive</p>

		<p>Virginia Beach, VA 23456 (757) 264-6806 <a href="mailto:Michael.combs@vbschools.com">Michael.combs@vbschools.com</a></p> <ul style="list-style-type: none"> <li>Multi-million dollar contracts over a five year period. We installed all the interactive flat panels in classrooms. In 2021, we were awarded computers with full deployment and on-site support.</li> </ul> <p>Mission Consolidated Independent School District Noe Pena, Director of Technology Systems 1201 Bryce Drive Mission, TX 78572 (956) 323-5300 <a href="mailto:npena@mcisd.org">npena@mcisd.org</a></p> <ul style="list-style-type: none"> <li>Multi-million dollar contracts over a five-year period. We deploy computers with enrollment, asset tagging, and warranty support.</li> </ul> <p>Frisco Independent School District Chony Doster, Budget and Information Specialist 6948 W. Maple Street Frisco TX 75035 (469) 366-6224 <a href="mailto:dosterc@friscoisd.org">dosterc@friscoisd.org</a></p> <ul style="list-style-type: none"> <li>Multiple one-time purchases of Chromebooks</li> </ul> <p>Rockwall Independent School District Luann Hughes, Senior Executive Director of Technology 1050 Williams Street Rockwall, TX 75087 469-698-7038 <a href="mailto:Luann.hughes@rockwallisd.org">Luann.hughes@rockwallisd.org</a></p> <ul style="list-style-type: none"> <li>Several hundred thousand dollars' worth of one-time purchases of Chromebooks with installation, asset tagging, and deployment services.</li> </ul>
Company profile and capabilities	<i>Do you plan to sell to customers directly, use resellers or subcontractors, or a combination of both? If you intend to use resellers and/or subcontractors, describe your process for ensuring that resellers and subcontractors comply with the pricing and terms of the contract.</i>	Virtucom, Inc. plans to sell directly to customers.
Exhibited understanding of cooperative purchasing	No answer is required. Region 10 will utilize your overall response to this questionnaire to make this determination. Previous experience with cooperatives is not necessary to score well for this criterion.	
Other factors relevant to this section as submitted by the Respondent	<i>If your company is a privately held organization, please indicate if the company is owned or operated by anyone</i>	Virtucom, Inc. is not owned or operated by anyone who has been convicted of a felony.

	<i>who has been convicted of a felony. If yes, a detailed explanation of the names and conviction is required.</i>	
	Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services. These will be provided in the space provided in Form 3. No answer is required here.	
<b>MWBE Status and/or Program Capabilities (10 Points)</b>		
MWBE status, subcontractor plan, and/or joint venture program	<i>Please indicate whether you hold any diversity certifications, including, but not limited to MWBE, SBE, DBE, DVBE, HUB, or HUBZone</i>	Virtucom, Inc. is a certified MWBE through the State of Illinois Commission on Equity and Inclusion Business Enterprise Program. Our certificate ID number is 6213257.
	<i>Do you currently have a diversity program in place, such as a Mentor Protégé Program or subcontractor program? If you have a diversity program, please describe it and indicate whether you plan to offer your program or partnership through Equalis Group?</i>	No
	Please attach any certifications you have as part of your response to Form 3.	
Good faith efforts to involve MWBE subcontractors in response	<i>Did your company contact MWBEs or minority chambers of commerce by telephone, written correspondence, or trade associations at least one week before the due date of this RFP to provide information relevant to this opportunity and to determine whether any MWBEs were interested in subcontracting and/or joint ventures?</i>	No
Demonstrated ongoing MWBE program	<i>Outline your subcontractor strategy and efforts your organization takes to include MWBE subcontractors in future work, including but not limited to efforts to reach out to individual MWBE businesses, minority chambers of commerce, and other minority business and trade associations.</i>	Virtucom is a certified M/WBE. We will perform the deployment and optional services for this contract through our in-house technical and service teams without the use of third parties or subcontractors.
<b>Commitment to Service Equalis Group Members (10 Points)</b>		
Marketing plan, capability, and commitment	<i>Detail how your organization plans to market and promote this contract upon award, including how this contract will fit into your organization's current go-to-market strategy in the public sector.</i>	Upon award of the Region 10 ESC contract, Virtucom will initiate a marketing effort within the first 90 days, which may include mailings, emails, phone calls, and site visits, to eligible school districts and private schools which could include the Region 10 ESC contract reference as well as the Virtucom contacts. Virtucom will continue to support the contract through these same efforts for the duration of the contract. Virtucom will encourage the districts to submit qualified purchase orders according to Region 10 ESC processes for reporting and tracking

	<i>Detail how your organization will train your sales force and customer service representatives on this contract to ensure that they can competently and consistently present the contract to public agency customers and answer any questions they might have concerning it.</i>	Virtucom recognizes the critical role that effective technical training plays in a successful technology implementation. Our technical training, if requested, would be provided directly from our Virtucom resources. Costs of training would be provided as an additional quote upon request. Below is a recommendation of training that can be provided. The specific topics and schedule for training will be mutually agreed upon by Virtucom and your member's Technology Department.
	<i>Acknowledge that your organization agrees to provide its company logo(s) to Region 10 ESC and Equalis Group and agrees to provide permission for reproduction of such logo in marketing communications and promotions</i>	Virtucom will provide our company logo to Region 10 ESC and provide our permission for the reproduction of our logo in marketing communications and promotions.
Ability to manage a cooperative contract	<i>Describe the capacity of your company to report monthly sales through this agreement to Equalis Group.</i>	We will provide a contact for all reporting questions. If Equalis receives any purchase orders directly from customers, we will process those upon receipt from Equalis. For any purchase orders sent directly to Virtucom, we will include on a monthly report to Equalis. Upon receipt of an invoice from Equalis, we will verify orders have been shipped and process for payment.
	<i>Identify any contracts with other cooperative or government group purchasing organizations of which your company is currently a part of:</i>	BuyBoard 661-22 Tips/Taps 240101 USETPA 121004
Commitment to supporting agencies to utilize the contract	<i>If awarded a contract, how would you approach agencies in regards to this contract? Please indicate how this would work for both new customers to your organization, as well as existing.</i>	Virtucom's online solution includes a customized pricing catalog as well as online solutions designed specifically for our clients. As part of Virtucom's consultative approach, Virtucom has the ability to create an enhanced and unique web-based landing page customized specifically for a customer, creating a single, maneuverable destination highlighting important contract information such as products, services, order information, and contact information.
Other factors relevant to this section as submitted by the Respondent	<i>Provide the number of sales representatives which will work on this contract and where the sales representatives are located.</i>	1-2 sales representatives at any given time working out of our Head Quarters at 1 Sun Court NW, Peachtree Corners, GA 30092.

### **PROPOSAL FORM 3: CERTIFICATIONS AND LICENSES**

Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing Respondent to perform the covered services including, but not limited to licenses, registrations or certifications. M/WBE, HUB, DVBE, small and disadvantaged business certifications and other diverse business certifications, as well as manufacturer certifications for sales and service must be included if applicable.





**2024**  
**BUSINESS OCCUPATIONAL  
TAX CERTIFICATE**

Other Computer Related Services  
(NOT TRANSFERABLE)

**Business ID**  
15543  
**License Number**  
2024-5890  
**Date Issued**  
04/09/2024  
**Date Expires**  
03/31/2025

**CITY OF PEACHTREE CORNERS  
310 TECHNOLOGY PKWY  
PEACHTREE CORNERS, GA 30092**

FOR OPERATION IN THE CITY OF PEACHTREE CORNERS, GEORGIA SUBJECT TO ZONING RESTRICTIONS AND ALL OTHER CODES AND RESOLUTIONS OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PEACHTREE CORNERS, GEORGIA. THIS LICENSE IS A MERE PRIVILEGE SUBJECT TO BE SUSPENDED OR REVOKED, AND IS SUBJECT TO ANY FURTHER ORDINANCES WHICH MAY BE ENACTED

**Valid for Business Shown Below Only:**

---

**BUSINESS NAME / ADDRESS:**

VIRTUCOM, INC  
1 SUN CT NW  
PEACHTREE CORNERS GA 30092

**CORPORATE / MAILING ADDRESS:**

VIRTUCOM, INC  
1 SUN COURT NW  
PEACHTREE CORNERS, GA 30092

---

**MUST POST IN A CONSPICUOUS LOCATION**



**STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE**

**Taxpayer Name:** VIRTUCOM GEORGIA INC.  
**Trade Name:**  
**Address:** 1 SUN COURT NW  
PEACHTREE CORNERS, GA 30092-2851  
**Certificate Number:** 2919468  
**Effective Date:** November 21, 2023  
**Date of Issuance:** November 21, 2023

**For Office Use Only:**  
20231121110953836



## Franchise Tax Account Status

As of: 03/15/2016 10:08:46 AM

**This Page is Not Sufficient for Filings with the Secretary of State**

VIRTUCOM, INC.	
Texas Taxpayer Number	15821613609
Mailing Address	5060 AVALON RIDGE PKWY STE 300 PEACHTREE COR, GA 30071-5701
Right to Transact Business in Texas	ACTIVE
State of Formation	GA
Effective SOS Registration Date	11/18/2013
Texas SOS File Number	0801888807
Registered Agent Name	CORPORATION SERVICE COMPANY DBA CSC - LAWYERS INCO
Registered Office Street Address	211 E. 7TH STREET, SUITE 620 AUSTIN, TX 78701



State of Illinois Commission on Equity and Inclusion  
Business Enterprise Program  
100 W. Randolph St., Suite 4-100, Chicago, IL 60601  
[www.cei.illinois.gov](http://www.cei.illinois.gov)

---

January 30, 2024

Jenny Tang  
virtucom  
5060 Avalon Ridge Pkwy  
Suite 300  
GA  
Peachtree Corners, GA 30071-5701

Dear Business Owner:

Re: **NCA Certification Approval** Women/Minority Business Enterprise (WMBE)  
Certification Term Expires: December 22, 2024

Congratulations! After reviewing the No-Change Affidavit (NCA) information you supplied, we are pleased to inform you that your firm has been granted continued certification under the Business Enterprise Program (BEP) for Minorities, Females and Persons with Disabilities.

This certification is in effect with the State of Illinois until the date specified above as long as you continue to submit annual No - Change Affidavits and are found to still meet the requirements of the Program.

Your firm's name will appear in the State's Directory as a certified vendor with the BEP in the specialty area(s) of:

**NIGP 20453: MICROCOMPUTERS, DESKTOP OR TOWER BASED**  
**NIGP 20454: MICROCOMPUTERS, LAPTOP, NOTEBOOK AND TABLETS**  
**NIGP 92045: SOFTWARE MAINTENANCE AND SUPPORT SERVICES**  
**NIGP 92047: SUPPORT SERVICES, COMPUTER, INCLUDES COMPUTER WARRANTIES**

Also, please be advised that this certification does not guarantee that you will receive a State contract. Please visit the Vendor Registration page on [www.opportunities.illinois.gov](http://www.opportunities.illinois.gov) and be sure to register with each of the Procurement Bulletins listed so that you are notified of upcoming solicitations in your NIGP codes. Certification with the Business Enterprise Program does not ensure you receive notifications; you must also register with the Procurement Bulletins.

Thank you for your participation in the BEP. We welcome your participation and wish you continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Carlos Gutiérrez". The signature is stylized with a large loop at the end.

Carlos Gutiérrez  
Certification Manager  
Business Enterprise Program











## **PROPOSAL FORM 9: IMPLEMENTATION OF HOUSE BILL 1295**

### **Certificate of Interested Parties (Form 1295):**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

### **Filing Process:**

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016. [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

**CERTIFICATE OF INTERESTED PARTIES**

**FORM 1295**

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY  
 CERTIFICATION OF FILING**

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
 Virtucom, Inc.  
 Peachtree Corners, GA United States

Certificate Number:  
 2024-1248473

Date Filed:  
 12/12/2024

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
 Region 10 ESC

Date Acknowledged:

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
 R10-1173  
 Technology Software, Equipment, Services and Related Solutions

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is Don Tang, and my date of birth is 8/4/1970.

My address is 1 Sun Court NW, Peachtree Corners, GA, 30092, USA  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Gwinnett County, State of Georgia, on the 12 day of December, 2024.  
(month) (year)



\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)























## **PROPOSAL FORM 14: ADDITIONAL ARIZONA CONTRACTOR REQUIREMENTS**

**AZ Compliance with Federal and state requirements:** Contractor agrees when working on any federally assisted projects with more than \$2,000.00 in labor costs, to comply with all federal and state requirements, as well as Equal Opportunity Employment requirements and all other federal and state laws, statutes, etc. Contractor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. Contractor must retain records for three years to allow the federal grantor agency access to these records, upon demand. Contractor also agrees to comply with the Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on contracts funded with Federal Grant monies, contractor additionally agrees to comply with the administrative requirements for grants, and cooperative agreements to state, local and federally recognized Indian Tribal Governments.

**AZ Compliance with workforce requirements:** Pursuant to ARS 41-4401, Contractor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS 23-214 subsection A, which states, ..."every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program" Region 10 ESC reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. Region 10 ESC and its members reserve the right to inspect the papers of any contractor or subcontract employee who works under this contract to ensure compliance with the warranty above.

**AZ Contractor Employee Work Eligibility:** By entering into this contract, contractor agrees and warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other Federal immigration laws and regulations. Region 10 ESC and/or Region 10 ESC members may request verification of compliance from any contractor or sub contractor performing work under this contract. Region 10 ESC and Region 10 ESC members reserve the right to confirm compliance. In the event that Region 10 ESC or Region 10 ESC members suspect or find that any contractor or subcontractor is not in compliance, Region 10 ESC may pursue any and all remedies allowed by law, including but not limited to suspension of work, termination of contract, suspension and/or debarment of the contractor. All cost associated with any legal action will be the responsibility of the contractor.

**AZ Non-Compliance:** All federally assisted contracts to members that exceed \$10,000.00 may be terminated by the federal grantee for noncompliance by contractor. In projects that are not federally funded, Respondent must agree to meet any federal, state or local requirements as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

**Registered Sex Offender Restrictions (Arizona):** For work to be performed at an Arizona school, contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are present, or reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Region 10 ESC member's discretion. Contractor must identify any additional costs associated with compliance to this term. If no costs are specified, compliance with this term will be provided at no additional charge.

**Offshore Performance of Work Prohibited:** Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States.

**Terrorism Country Divestments:** In accordance with A.R.S. 35-392, Region 10 ESC and Region 10 ESC members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contractor warrants compliance with the Export Administration Act.

The undersigned hereby accepts and agrees to comply with all statutory compliance and notice requirements listed in this document.

---

Signature of Respondent	12/12/2024
	Date

**PROPOSAL FORM 15: OWNERSHIP DISCLOSURE FORM (N.J.S. 52:25-24.2)**

Pursuant to the requirements of P.L. 1999, Chapter 440 effective April 17, 2000 (Local Public Contracts Law), the Respondent shall complete the form attached to these specifications listing the persons owning 10 percent (10%) or more of the firm presenting the proposal.

**Company Name:** Virtucom Inc.

**Street:** 1 Sun Court NW

**City, State, Zip Code:** Peachtree Corners, GA 30092

**Complete as appropriate:**

I \_\_\_\_\_, certify that I am the sole owner of \_\_\_\_\_, that there are no partners and the business is not incorporated, and the provisions of N.J.S. 52:25-24.2 do not apply.

**OR:**

I \_\_\_\_\_, a partner in \_\_\_\_\_, do hereby certify that the following is a list of all individual partners who own a 10% or greater interest therein. I further certify that if one (1) or more of the partners is itself a corporation or partnership, there is also set forth the names and addresses of the stockholders holding 10% or more of that corporation's stock or the individual partners owning 10% or greater interest in that partnership.


**OR:**

I Don Tang, an authorized representative of \_\_\_\_\_, a corporation, do hereby certify that the following is a list of the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class. I further certify that if one (1) or more of such stockholders is itself a corporation or partnership, that there is also set forth the names and addresses of the stockholders holding 10% or more of the corporation's stock or the individual partners owning a 10% or greater interest in that partnership.

**(Note: If there are no partners or stockholders owning 10% or more interest, indicate none.)**

<b>Name</b>	<b>Address</b>	<b>Interest</b>
Jenny Tang, CEO	1 Sun Court NW, Peachtree Corners, GA	80%
Don Tang, COO	1 Sun Court NW, Peachtree Corners, GA	10%
Jessica Tang, CFO	1 Sun Court NW, Peachtree Corners, GA	10%

I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.

  
 \_\_\_\_\_  
 Chief Operations Officer  
**Authorized Signature and Title**

12/12/2024  
 \_\_\_\_\_  
**Date**

**PROPOSAL FORM 16: NON-COLLUSION AFFIDAVIT**

Company Name: Virtucom, Inc.

Street: 1 Sun Court NW

City, State, Zip Code: Peachtree Corners, GA 30092

State of ~~New Jersey~~ Georgia

County of Gwinnett

I, Don Tang of the Peachtree Corners  
Name City

in the County of Gwinnett, State of Georgia of full  
age, being duly sworn according to law on my oath depose and say that:

I am the Chief Operations Officer of the firm of Virtucom, Inc.  
Title Company Name

*the Respondent making the Proposal for the goods, services or public work specified under the Harrison Township Board of Education attached proposal, and that I executed the said proposal with full authority to do so; that said Respondent has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above proposal, and that all statements contained in said bid proposal and in this affidavit are true and correct, and made with full knowledge that the Harrison Township Board of Education relies upon the truth of the statements contained in said bid proposal and in the statements contained in this affidavit in awarding the contract for the said goods, services or public work.*

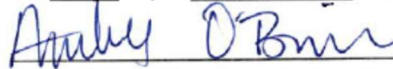
*I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by*

Virtucom, Inc.  
Company Name

  
Chief Operations Officer  
Authorized Signature & Title

Subscribed and sworn before me

this 12 day of December, 2024

  
Notary Public of ~~New Jersey~~ Gwinnett  
My commission expires Sept. 4, 2024



SEAL

**PROPOSAL FORM 17: AFFIRMATIVE ACTION AFFIDAVIT (P.L. 1975, C.127)**

**Company Name:** Virtucom, Inc.  
**Street:** 1 Sun Court NW  
**City, State, Zip Code:** Peachtree Corners, GA 30092

**Bid Proposal Certification:**

*Indicate below your compliance with New Jersey Affirmative Action regulations. Your proposal will be accepted even if you are not in compliance at this time. No contract and/or purchase order may be issued, however, until all Affirmative Action requirements are met.*

**Required Affirmative Action Evidence:**

*Procurement, Professional & Service Contracts (Exhibit A)*

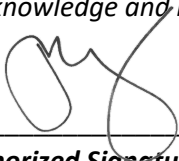
**Vendors must submit with proposal:**

- 1. *A photo copy of their Federal Letter of Affirmative Action Plan Approval* \_\_\_\_\_  
OR
- 2. *A photo copy of their Certificate of Employee Information Report* \_\_\_\_\_  
OR
- 3. *A complete Affirmative Action Employee Information Report (AA302)*  \_\_\_\_\_

**Public Work – Over \$50,000 Total Project Cost:**

- A. *No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form AA201-A upon receipt from the Harrison Township Board of Education*  \_\_\_\_\_
- B. *Approved Federal or New Jersey Plan – certificate enclosed* \_\_\_\_\_

*I further certify that the statements and information contained herein, are complete and correct to the best of my knowledge and belief.*



\_\_\_\_\_

**Authorized Signature and Title**

12/12/2024  
**Date**

**P.L. 1995, c. 127 (N.J.A.C. 17:27)**

**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color,

national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisement for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers trade consistent with the applicable county employment goal prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, C.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and lay-off to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).



---

Signature of Procurement Agent

Certification **73981**

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT** INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-Jul-2024** to **15-Jul-2027**

**VIRTUCOM, INC.  
1 SUN COURT NW  
PEACHTREE CORNE**

**GA 30092**



*Elizabeth Maher Muoio*  
**ELIZABETH MAHER MUOIO**  
State Treasurer

## PROPOSAL FORM 18: C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Public Agency Instructions

This page provides guidance to public agencies entering into contracts with business entities that are required to file Political Contribution Disclosure forms with the agency. **It is not intended to be provided to contractors.** What follows are instructions on the use of form local units can provide to contractors that are required to disclose political contributions pursuant to N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2). Additional information is available in Local Finance Notice 2006-1 ([https://www.nj.gov/dca/divisions/dlgs/resources/lfns\\_2006.html](https://www.nj.gov/dca/divisions/dlgs/resources/lfns_2006.html)).

1. The disclosure is required for all contracts in excess of \$17,500 that are **not awarded** pursuant to a “fair and open” process (N.J.S.A. 19:44A-20.7).
2. Due to the potential length of some contractor submissions, the public agency should consider allowing data to be submitted in electronic form (i.e., spreadsheet, pdf file, etc.). Submissions must be kept with the contract documents or in an appropriate computer file and be available for public access. **The form is worded to accept this alternate submission.** The text should be amended if electronic submission will not be allowed.
3. The submission must be **received from the contractor and** on file at least 10 days prior to award of the contract. Resolutions of award should reflect that the disclosure has been received and is on file.
4. The contractor must disclose contributions made to candidate and party committees covering a wide range of public agencies, including all public agencies that have elected officials in the county of the public agency, state legislative positions, and various state entities. The Division of Local Government Services recommends that contractors be provided a list of the affected agencies. This will assist contractors in determining the campaign and political committees of the officials and candidates affected by the disclosure.
  - a) The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at [https://www.state.nj.us/dca/divisions/dlgs/programs/pay\\_2\\_play.html](https://www.state.nj.us/dca/divisions/dlgs/programs/pay_2_play.html) They will be updated from time-to-time as necessary.
  - b) A public agency using these forms **should edit them to properly reflect the correct legislative district(s)**. As the forms are county-based, **they list all legislative districts** in each county. **Districts that do not represent the public agency should be removed from the lists.**
  - c) Some contractors may find it easier to provide a single list that covers all contributions, regardless of the county. These submissions are appropriate and should be accepted.
  - d) The form may be used “as-is”, subject to edits as described herein.
  - e) The “Contractor Instructions” sheet is intended to be provided with the form. It is recommended that the Instructions and the form be printed on the same piece of paper. The form notes that the Instructions are printed on the back of the form; where that is not the case, the text should be edited accordingly.
  - f) The form is a Word document and can be edited to meet local needs, and posted for download on web sites, used as an e-mail attachment, or provided as a printed document.
5. It is recommended that the contractor also complete a “Stockholder Disclosure Certification.” This will assist the local unit in its obligation to ensure that contractor did not make any prohibited contributions to the committees listed on the Business Entity Disclosure Certification in the 12 months prior to the contract. (See Local Finance Notice 2006-7 for additional information on this obligation) A sample Certification form is part of this package and the instruction to complete it is included in the Contractor Instructions. **NOTE: This section is not applicable to Boards of Education.**

## C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

### Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

1. any State, county, or municipal committee of a political party
2. any legislative leadership committee\*
3. any continuing political committee (a.k.a., political action committee)
4. any candidate committee of a candidate for, or holder of, an elective office:
  1. of the public entity awarding the contract
  2. of that county in which that public entity is located
  3. of another public entity within that county
  4. or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county. The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

5. individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
6. all principals, partners, officers, or directors of the business entity or their spouses
7. any subsidiaries directly or indirectly controlled by the business entity
8. IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs). When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure. Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report. The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement. The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law.

**NOTE: This section does not apply to Board of Education contracts.**

\* N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker





**List of Agencies with Elected Officials Required for Political Contribution Disclosure**

**N.J.S.A. 19:44A-20.26**

**County Name:**

State: Governor, and Legislative Leadership Committees

Legislative District #s:

State Senator and two members of the General Assembly per district.

County:

Freeholders

{County Executive}

County Clerk

Surrogate

Sheriff

Municipalities (Mayor and members of governing body, regardless of title):

**USERS SHOULD CREATE THEIR OWN FORM, OR DOWNLOAD FROM [WWW.NJ.GOV/DCA/LGS/P2P](http://WWW.NJ.GOV/DCA/LGS/P2P) A COUNTY-BASED, CUSTOMIZABLE FORM.**

**PROPOSAL FORM 19: STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business:**

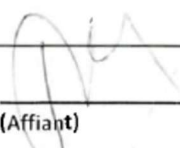


- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- OR**
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Partnership            | <input type="checkbox"/> Sole Proprietorship           | <input type="checkbox"/> Limited Liability Partnership |
| <input checked="" type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Subchapter S Corporation      |

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: Jenny Tang, CEO Home Address: 1 Sun Court NW Peachtree Corners, GA 30092	Name: Don Tang, COO Home Address: 1 Sun Court NW Peachtree Corners, GA 30092
Name: Jessica Tang, CFO Home Address: 1 Sun Court NW Peachtree Corners, GA 30092	Name: Home Address:
Name: Home Address:	Name: Home Address:
Subscribed and sworn before me this _____ December, 2024	 _____ (Affiant) Don Tang, Chief Operations Officer _____ (Print name & title of affiant)
(Notary Public)  My Commission expires: 9/4/2027	

**PROPOSAL FORM 20: GENERAL TERMS AND CONDITIONS ACCEPTANCE FORM**

*Signature on the Vendor Contract Signature form certifies complete acceptance of the General Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).*

**Check one of the following responses to the General Terms and Conditions:**

We take no exceptions/deviations to the general terms and conditions

*(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)*

We take the following exceptions/deviations to the general terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general terms and conditions that you are taking exceptions/deviations to. Clearly state if you are adding additions terms and conditions to the general terms and conditions. Provide details on your exceptions/deviations below:

*(Note: Unacceptable exceptions shall remove your proposal from consideration for award. Region 10 ESC shall be the sole judge on the acceptance of exceptions/deviations and the decision shall be final.)*

**PROPOSAL FORM 21: EQUALIS GROUP ADMINISTRATION AGREEMENT**

**Requirements for Master Agreement To be administered by Equalis Group**

**Attachment A, Equalis Group Administrative Agreement** is used in administering Master Agreements with Region 10 and is preferred by Equalis Group. Redlined copies of this agreement should not be submitted with the response. Should a respondent be recommended for award, this agreement will be negotiated and executed between Equalis Group and the respondent. **Respondents must select one of the following options for submitting their response.**

- Respondent agrees to all terms and conditions outlined in each of the Administration Agreement.
- Respondent wishes to negotiate directly with Equalis Group on terms and conditions outlined in the Administration Agreement. Negotiations will commence after sealed Proposals are opened and Region 10 has determined the respondent met all requirements in their response and may be eligible for award.

**PROPOSAL FORM 22: OPEN RECORDS POLICY ACKNOWLEDGEMENT AND ACCEPTANCE**  
**OPEN RECORDS POLICY ACKNOWLEDGMENT AND ACCEPTANCE**

Be advised that all information and documents submitted will be subject to the Public Information Act requirements governed by Chapter 552 of the Texas Government Code.

Because contracts are awarded by a Texas governmental entity, all responses submitted are subject to release as public information after contracts are executed. If a Respondent believes that its response, or parts of its response, may be exempted from disclosure to the public, the Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempted from disclosure. In addition, the Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Respondent must provide this information on the "Acknowledgement and Acceptance to Region 10 ESC's Public Information Act Policy" form found on the next page of this solicitation. Any information that is unmarked will be considered public information and released, if requested under the Public Information Act.

The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 10 ESC must provide the OAG with the information requested in order for the OAG to render an opinion. In such circumstances, Respondent will be notified in writing that the material has been requested and delivered to the OAG. Respondent will have an opportunity to make arguments to the OAG in writing regarding the exception(s) to the TPIA that permit the information to be withheld from public disclosure. Respondents are advised that such arguments to the OAG must be specific and well-reasoned--vague and general claims to confidentiality by the Respondent are generally not acceptable to the OAG. Once the OAG opinion is received by Region 10 ESC, Region 10 ESC must comply with the opinions of the OAG. Region 10 ESC assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

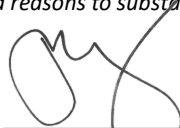
After completion of award, these documents will be available for public inspection.

**Signature below certifies complete acceptance of Region 10 ESC's Open Records Policy, except as noted below (additional pages may be attached, if necessary). Check one of the following responses to the Acknowledgment and Acceptance of Region 10 ESC's Open Records Policy below:**

We acknowledge Region 10 ESC's Public Information Act policy and declare that no information submitted with this proposal, or any part of our proposal, is exempt from disclosure under the Public Information Act. *(Note: All information believed to be a trade secret or proprietary must be listed below. It is further understood that failure to identify such information, in strict accordance with the instructions below, will result in that information being considered public information and released, if requested under the Public Information Act.)*

We declare the following information to be a trade secret or proprietary and exempt from disclosure under the Public Information Act. *(Note: Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).)*

12/12/2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Authorized Signature & Title  
Chief Operations Officer

**PROPOSAL FORM 23: VENDOR CONTRACT AND SIGNATURE FORM**

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this proposal in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

**VENDORS MUST SUBMIT THIS FORM COMPLETED AND SIGNED WITH THEIR RESPONSE TO BE CONSIDERED**

Company name Virtucom, Inc.  
Address 1 Sun Court NW  
City/State/Zip Peachtree Corners, GA 30092  
Telephone No. 800-890-2611  
Fax No. 770-908-8007  
Email address proposals@virtucom.com  
Printed name Don Tang  
Position with company Chief Operations Officer  
Authorized signature 

**Term of contract** March 1, 2025 to February 28, 2028

Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew annually for an additional two (2) years if agreed to by Region 10 ESC. Vendor shall honor all administrative fees for any sales made based on the contract whether renewed or not.

\_\_\_\_\_  
Region 10 ESC Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Equalis Group Contract Number** \_\_\_\_\_



Did you sign the vendor contract and signature form? **If not, your Proposal will be rejected.**

Region 10 will negotiate any exceptions and both parties will agree upon which exceptions will be accepted or altered before the Region 10 board votes to accept or reject the proposals.