PURCHASING – BIDS AND CONTRACTS

REQUEST FOR PROPOSAL

For

College of Business Website Design
RFP Number 2016P104

ISSUE DATE: October 7, 2015

PROPOSAL DUE DATE / TIME: November 6, 2015 @ 3:00 PM CST

If you are not responding:

1. Check the box for “NO RESPONSE”.
2. Add the reason for your non-response.
3. Sign, date, and fax back this cover page only, to 405-974-3838.

If the full Request For Proposal is not included, you can pull the entire document at:
http://www.uco.edu/administration/pur-pay-trav/_current-solicitations/index.asp

DIRECT ALL QUESTIONS & INQUIRIES TO:

Primary Contact
Chuck Adams
Buyer III, Purchasing & Payment Services
E-Mail: cadams38@uco.edu
Department Fax: 405-974-3838

Secondary Contact
David Young
Director, Purchasing & Payment Services
E-Mail: dyoung28@uco.edu

No phone calls shall be accepted during the solicitation posting. Email or Fax communications are the only acceptable forms of communication and shall be posed during the designated and acceptable time frame according to the RFP directive.

UCO promotes sustainability. Be GREEN – change your margins to save paper!
1.0 The University of Central Oklahoma (UCO)

1.1 About the University
If you are not familiar with UCO, you can find information about our University at the University’s website www.uco.edu.

1.2 UCO – A Green Campus promoting Sustainability
The University of Central Oklahoma supports Green Purchasing, upholding the philosophy of a Green Campus by assessing the environmental impacts of incoming commodities and outgoing waste. We encourage proposals to include economical and environmentally friendly products and service options which serve to minimize waste, reduce excess packaging, recycle, reduce, reuse, prevent pollution and/or offer resource efficiency. It is our goal to maximize environmental responsibility on the UCO Campus.

1.3 Campus Map
A UCO Campus Map can be located on the University’s website per the following link: http://www.uco.edu/resources/maps.asp

2.0 General Information and Instructions to Proposers

2.1 Original RFP Document
The UCO Purchasing & Payment Services Department shall retain the Request for Proposal (RFP), and all related terms and conditions, addenda, exhibits, and other attachments, in original form in an archival copy. Any modification of these, in the vendor’s submission, is grounds for immediate disqualification.

2.2 Specific Proposal Instructions, Organization, Preparation, Submission & Opening
The UCO Purchasing Affidavit (Attachment A), Vendor Qualification/Financial Resource Statement (Attachment B) and Certificate of Compliance with Executive Order 11246 (Attachment C), all attached herewith, and any applicable addenda, are required portions of the submitted proposal. Other attachments, per RFP, may also be required portions of submitted proposals.

2.3 Schedule of Events
The following is a tentative schedule applicable to this RFP. UCO reserves the right to make changes in accordance with the University’s needs.

<table>
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<tr>
<th>Action</th>
<th>Date</th>
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<tr>
<td>Issue RFP</td>
<td>10/07/15</td>
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<tr>
<td>Pre-Proposal Conference and/or Site Visit</td>
<td>N/A</td>
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<tr>
<td>Last day for Vendor to submit written questions</td>
<td>10/19/15</td>
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<tr>
<td>Tentative Addendum Post Date</td>
<td>10/21/15</td>
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<tr>
<td>RFP Closing Date and Time</td>
<td>11/06/15, 3 PM CST</td>
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<td>Evaluation Period</td>
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<td>Vendor Presentations</td>
<td>TBD</td>
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<tr>
<td>Tentative Notice of Award</td>
<td>December, 2015</td>
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<tr>
<td>Implementation</td>
<td>January, 2016</td>
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<tr>
<td>Final Implementation</td>
<td>August 1, 2016</td>
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All Proposers are notified of the award. Also, the award shall be posted at: http://www.uco.edu/administration/pur-pay-trav/_info-for-vendors/index.asp
Select CLICK HERE to Review Current UCO Contracts and Recent Awards
We are unable to offer responses to inquiries about the solicitation after the award. Proposing Vendors can seek the following link to the UCO Legal Counsel website/Open Records/Fax Transmittal & Request for Public Record Form for any additional information sought after the award. Thank you for supporting our compliance with statute and policy. http://www.uco.edu/administration/legal/doc-form-legal/index.asp
2.4 Pre-Proposal Conference – N/A
If a pre-proposal conference has not been scheduled, UCO reserves the right to schedule a pre-proposal conference at a later date PRIOR to the due date of the Proposal if, in the sole judgment of UCO, there is a need for such conference.

2.5 Pre-Proposal Site Visit – N/A
A site visit is required if the project is such that the vendor shall have actual knowledge of the physical situation relative to the solicitation in order to submit a valid response.

2.6 Accommodations for People with Disabilities
If the vendor, or any of the vendor's employees, participating in this RFP needs or has questions about the University's accommodations for people with disabilities please contact the UCO Purchasing Office by telephone 405-974-2490, to make the necessary arrangements. Requests should be made as early as possible to allow time to arrange the accommodations.

2.7 Performance and Payment Bonds – Not Required
Vendors should read this document closely to determine whether a performance bond or similar requirements are indicated for this RFP. If project cost exceeds $50K, bond is required per Title 61 O.S. 113.B. Vendors shall ensure that complete and competent evidence of such coverage is provided to the University in their proposal package. The Bond and insurance are required to be in effect and cover 100% of the project until accepted in total by UCO.

2.8 Originals/Copies - Submission Deadline and Location
The RFP and all attachments, to also include any applicable & acknowledged addenda, are to be included within the required proposal submissions which include one (1) original signature copy, marked “ORIGINAL” along with four (4) photocopies of your proposal marked “Copy 1” through “Copy 4”. The signer of the PROPOSAL for the vendor shall be a legally authorized representative capable of binding, through contract, the vendor and vendor’s organization. The original proposal, all attachments, and all required copies may be bundled in one sealed package. Any confidential or proprietary information shall be sealed in a separate envelope within the submission envelope/package and clearly marked as CONFIDENTIAL/PROPRIETARY. Facsimile and/or Email Proposals shall NOT be accepted. All Proposals shall be submitted and received by the University NO LATER THAN 3:00PM CST, Friday, November 6, 2015.

Proposals shall be addressed as follows with the “University of Central Oklahoma Request for Proposal # 2016P104, College of Business Website Design clearly marked on the outside of the sealed package to:

University of Central Oklahoma
Attention: Chuck Adams, Buyer III  Purchasing & Payment Services
Bid Proposal Enclosed (2016P104 College of Business Website Design)
Lillard Administration Bldg., Room 109
100 North University Drive
Edmond, OK 73034

Office hours for receipt of proposals are: Monday through Friday, 9 A.M. through 5 P.M., Central Standard Time. Offers may be hand delivered, express mailed, or otherwise sent to arrive before the closing time set for receipt of offers, as determined by the clock in the UCO Purchasing & Payment Services office.
2.9 Communication, Questions, Inquires

From the date of RFP issue, to the submission closing date, the vendor shall not make available or discuss any part of their proposal with any employee or agent of the University, unless prior permission is requested in writing by the vendor and granted in writing, from the Director of Purchasing or designee. The sole contact between the University and vendor for questions, inquiries, clarifications or interpretations related to the terms and conditions, process, procedures, language, and/or specifications of the RFP is the Director of Purchasing or designee. For communication purposes all questions and inquiries regarding this document shall only be directed in writing to the attention of:

Primary Contact: Chuck Adams, Buyer III
Purchasing & Payment Services
Email: cadams38@uco.edu
Department Fax: (405) 974-3838

Secondary Contact: David Young, Director
Purchasing & Payment Services
E-mail: dyoung28@uco.edu

Questions and/or information requests may be submitted as they occur, but NOT LATER THAN 1:00 PM CST, Monday, October 19, 2015. Email questions, referencing “Questions for RFP# 2016P104” on the correspondence. Questions and answers shall be posted to the website as one addendum to the solicitation. Any applicable addenda in relation to this RFP Solicitation are required to be executed and included in the vendor submission. Proposals missing addenda shall be deemed as unresponsive and therefore, disqualified from evaluation.

Should any vendor seek to receive RFP Updates/Addenda directly to a named person in the company rather than searching for addenda on the purchasing website in accordance to Section 2.3 Schedule of Events, please contact the Director and Buyer noted above by email. The subject line of the email communication should note “Vendor Application Attached – Please add my company to the bidder list for RFP 2016P104”. The Vendor Application can be found at the following link and should be completed and attached to this email directed to the Director and Buyer.

http://www.uco.edu/administration/pur-pay-trav/_info-for-vendors/index.asp

3.0 Terms and Conditions Governing the Resulting Contract

3.1 UCO Standard Terms & Conditions

Standard Terms & Conditions are available at the following link:
http://www.uco.edu/administration/pur-pay-trav/_info-for-vendors/index.asp
Select document noted as UCO Standard Terms and Conditions.
By submitting a quotation, proposal or bid, the supplier or vendor is agreeing to adopt the UCO Standard Terms and Conditions as the Terms and Conditions applicable to this transaction.

3.2 The Resulting Contract

The resulting contract shall consist of (1) UCO solicitation (whether RFQ, RFP or ITB) and any changes, additions, deletions or clarifications per addenda, (2) Negotiations rendered to writing and signed by both parties, (3) Vendors qualifying Response/Quote/Proposal/Bid, and (4) UCO Terms & Conditions. This shall also be the priority order by which any conflict in the contract shall be resolved.
3.3 **Sexual and Verbal Harassment**
The policies of the University, along with sections of Federal and State Laws, prohibit sexual and verbal harassment of any University employees, students, faculty or guests. Sexual harassment includes any unwelcome sexual advance, any request for sexual favor or any other verbal or physical conduct of sexual nature that is so pervasive as to create a hostile or offensive work environment or offensive academic environment. Verbal harassment includes, but is not limited to, the use of profanity, loud or boisterous remarks, inappropriate speech, inappropriate suggestive conduct or body movements or comments that could be interpreted by the hearer as being derogatory in nature. This type of behavior and conduct is not tolerated or condoned on the campus of the University of Central Oklahoma. Vendors and contractors are required to exercise control over their employees, agents and subcontractors so as to prohibit acts of sexual and verbal harassment and agree as a term and condition that such vendor, contractor, agents, employees or subcontractors may be immediately removed from the project site and from University premises.

3.4 **Vendor Restriction Against Hiring University Employees**
For the duration of this project, the vendor shall agree that neither the vendor nor any subcontractors shall solicit for employment or employee any University staff member.

3.5 **Specific and Unique Terms and Conditions applicable to this RFP**
The following Terms and Conditions, along with the UCO Standard Terms and Conditions, incorporated by reference, shall become part of any Agreement resulting from this RFP between the University and the vendor.

A. This RFP does not contain bond requirements.
B. This work is time/schedule sensitive and is limited to a “not later than” date.
C. UCO will review and approve the website in a vendor staging area before delivery.
D. Please state all costs clearly and completely; UCO shall not accept hidden charges or costs not disclosed as part of this proposal.
E. The contracted vendor must be available on-site as needed to support the College of Business for website deployment.
F. Project must be completed and provided to the College of Business Web Services Manager no later than August 8, 2016.

3.6 **HB 1804, Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007**
Pursuant to 25 O.S. 1313, effective 7/1/08, all individuals, contractors, subcontractors or vendors are prohibited by State Law from entering into a contract with a public employer for the performance of services within the State of Oklahoma unless registered and participating in the Status Verification System to verify information of all new employees.

The Status Verification Service System is defined in 25 O.S. 1312 and includes, but is not limited to, the free Employment Verification Program (EEV) available at: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

By accepting a purchase order from the University of Central Oklahoma or executing a contract on part of the vendor with the University, the individual, contractor or vendor warrants and attests that they are registered and participating in the Status Verification System. Vendor declares its employees and all proposed subcontractors are in compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal and State laws and regulations related to the immigration status of employees. These warranties shall remain in effect through the entire term, including all renewed periods if applicable, of the contract. The University reserves the right to request copies of documents certifying compliance with this requirement.
3.7 UCO Transportation and Parking
Effective August 18, 2008, contractors and vendors parking on the UCO Campus shall be required to purchase UCO parking passes in the student and faculty/staff lots. Please see the Transportation and Parking Services website for contractor and vendor parking rates and regulations:
http://www.uco.edu/administration/safety-transportation/transportation-parking-services/index.asp

3.8 Information Technology for Individuals with Disabilities – Section 508 Federal Law
Pursuant to Title 74, Section 85.7d and OAC 580:15-6-21 electronic and information technology acquisitions, agreements and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance.

3.9 Tobacco-Free Campus
Effective 7/1/2010, UCO is a tobacco-free campus. The University appreciates compliance.

4.0 Evaluation Criteria

4.1 Proposal Evaluation
Proposals shall be evaluated by a committee designated by the UCO Purchasing Department. Evaluation criteria for this RFP shall be as follows:
A. Price
B. Body of Work
C. Services Offered
D. Professionalism
E. Speed of Work

4.2 The University of Central Oklahoma shall select the top two (2) proposers of interest after all proposals have been evaluated. Proposers chosen shall then be required to make a formal presentation.

5.0 Specifications

Statement of Objective

The University of Central Oklahoma, College of Business seeks to collaborate with a recognized firm to redesign our web presence. We would like to blend our team’s skills with the time and talents of an experienced firm to roll out a modern, professional website that emphasizes and demonstrates our position as one of the leading business Colleges in Oklahoma. The scope of this project is to redesign the existing College of Business website. Our current site www.busn.uco.edu was developed in 2010 and is no longer serving our needs. We would like the new site to have a more corporate, modern look. The site will require the development and usage of a new web content management system (WCMS) and allows in-house staff to easily update content and modify the site after the initial launch.

The UCO College of Business website must:
- Focus on student recruitment and donor relations
- New user-friendly WCMS that follows the IT guidelines of the university
- Have a progressive, modern, corporate look
- Conform to, and be consistent with, the university brand standards
- Be easy to update by non-technical individuals
- Provide students and prospective students, alumni, business partners, and other interested parties with easy to find and accurate tools and information that help them identify the opportunities we offer
Reflects the brand of the College of Business as a College that provides the business industry with top-level graduates

- Be intuitive, interactive and easy to navigate
- Incorporate Google analytics and Search Engine Optimization (SEO)
- Be portable and modular so that the new website utilizes the latest technology trends for repurposing content in a form that can easily adapt to any device on which the website is displayed (responsive).
- The ability to provide online forms, such as online payments, pledge forms, or other similar examples
- Have the ability to convert substantial amounts of existing content to the new website

**Goals**

We understand the increasing importance of a strong, impactful, interactive website in order to attract potential students and provide information for current and potential students, donors, and the community.

The organizational goals we hope to achieve through the website are to:

- Provide information in an attractive online format in order to attract potential students and donors
- Provide information or services that encourage people to visit the site
- Help the public understand the details and benefits the College of Business provides
- Provide information for current students, donors, staff and faculty

**Audiences**

- Prospective students
- Current students
- Donors
- Potential Donors
- Corporate Partners
- Faculty and staff
- Alumni
- The community

**Purpose/Description/Objectives**

The main objective is to further establish the College of Business as the leading business College in central Oklahoma.

We know our website is our front door to the world. We need to welcome our target audience in ways that accurately and attractively articulate the College.

Our current website design is outdated, as it was designed in 2010. The website does not have a consistent look or feel and does not coincide with our current messaging.

We need a site that allows us to integrate the College’s social media by allowing shared content and incorporating RSS feeds, widgets and other features.

**Technical Specifications:**

UCO College of Business shall host the website on a Windows platform.

Database integrations must be compatible with MySQL and be well documented. Vendor shall comply with university Standards as applicable.

The College of Business shall not be responsible for maintenance of the MySQL database.
The website shall be compatible with Windows Internet Explorer 8.0 and within the last three versions for: Chrome, Firefox and Safari.

Site design and development must meet ADA standards for accessibility. Vendor is expected to provide portfolio of recent design projects demonstrating accessibility compliance.

The completed website shall conform to the UCO Web Presence Guidelines located at: http://www.uco.edu/technology/policies/web-presetence-guidelines.asp
  
  These guidelines are provided for UCO to have a reference regarding our current website design and brand standards. The guidelines shall be updated following the university website redesign. This reference is retained to demonstrate how we expect internal website managers to follow our university branding and compliance.

Vendor shall provide, within proposal, a more complete initial timeline and estimated hours needed for completion of expected deliverables prior to contracting for each phase of the project, to determine if the College’s timeline needs can be met and resources allocated.

Upon completion, the College of Business shall own all elements of site design and supported programming. This includes but is not limited to markup, stylesheets, scripts, files, images, etc.

The College of Business must own, have full access to, and have the right to customize site code. The College understands that delays on our part (content delivery, navigation or design decisions, etc.) may influence timeline; therefore, initial timeline provided by vendor is critical.

Vendor shall come on site for meetings to do discovery and present creatives; vendor shall receive feedback for edits and revisions. Other engagements may be held through alternate forms.

The College shall register any domain names or SSL certificates required for the projects.

The final implementation of the new design shall be delivered in a combination of HTML, PHP, and ASP. Delivery of elements should be consistent with the aforementioned file types.

**Available Technology Resources/ Integrations:**
Currently, the College of Business is utilizing Joomla Web Content Management System (WCMS). Wordpress is also acceptable.

FTP connections from outside campus shall not be available. Design elements should be developed in a portable format for repurposing.

The College also has many connections to back end databases. Each project's scope shall be unique to the project and/or contracting party of UCO.

Design must allow for authenticated access to some applications via the web page.

**Staff Resources**
  
  The project shall require an appointed individual point of contact or project manager from the vendor.
  
  The College of business shall assign a single point of contact, however it shall be a multi-division
Deliverables
- The vendor shall present three to five creative options with primary and content page layouts.
- The vendor and client shall collaborate on a minimum of three rounds of revisions after the preferred creative design is selected.
- Following creative selection, the client expects a minimum of 15 modular template designs that utilize the latest technology for portable device delivery.
- Upon completion, the College of Business shall own all elements of site design and supported programming; this includes but is not limited to markup, stylesheets, scripts, files, images, etc.

6.0 Cost of Proposal – Pricing Structure

6.1 Provide
The total costs of proposed item(s), service(s), proposed solution(s), indicating whether each cost is one-time, incremental, or recurring costs for UCO after completion, should be clearly delineated within the proposal. Costs shall be line itemed.

6.2 Payment Terms, Incentives, and Penalties
If payment is required on other than a 30-day (monthly) basis, by appropriate invoicing, please identify the vendor requirements. The University issues purchase orders and therefore shall be invoiced by purchase order and pay by purchase order. Applicable vendor invoices should be billed within 30 days of completion of services and/or delivery of goods. Being the University has fiscal year funding and budgets, any disputes or payment issues shall be addressed within the current fiscal year or within 45 days of each fiscal year close. Payments made by the University shall be applied to the appropriate purchase order and applicable invoice, per the vendor’s accounting system. Payments applied to the oldest vendor balance are unacceptable. Vendors are responsible for keeping current on any payment/invoice issues to ensure appropriate receipt of payments.

6.3 Other Costs
If a form for the itemized costing of your proposal is not supplied by UCO in the Specifications, Section 5.0, or by way of attachment, please list on a separate sheet, any other costs, not included in the above, necessary to provide the equipment, goods or services of your proposal. Include associated cost and the reasons therefore. UCO shall be able to clearly understand your proposal and the cost structure you propose.

6.4 Costs Proposed Based on Volume
This RFP, and any resulting contract, contemplates the possibility that UCO may wish to form purchasing partnerships or alliances with other higher education institutions to include, but not limited to, the Regional University System of Oklahoma and/or institutions in the Community College System. UCO reserves the right to re-negotiate costs and/or services on behalf of these partnerships and alliances based on the increased volume of business offered to our vendor partner. Additional savings offered by the vendor following these re-negotiations shall be deemed as an amendment to the existing contract and made available to UCO’s partners and alliance members.
ATTACHMENT A

SHALL BE COMPLETED, SIGNED, NOTORIZED, AND RETURNED

STATE OF _________________________

COUNTY OF _______________________

UCO PURCHASING AFFIDAVIT

I, _______________________________, of lawful age, being first duly sworn, on oath say:

1. That I am the agent authorized by the Vendor ________________________________ (Company/Firm Name) to submit the attached bid, which bid/proposal is a legal and binding offer and that by signing below he/she has authority to make said offer and bind the offering company, with minor differences and informalities to be resolved by negotiation prior to acceptance of the offer by UCO.

2. That this proposal is submitted in response to Request for Proposal _____________________ issued by the University of Central Oklahoma. The undersigned and firm agree to be bound by the content of this proposal, any specific terms and conditions noted within the RFP document, any addenda thereto in the event of an award to the Vendor, exceptions to be noted as stated in the RFP and UCO Standard Terms and Conditions which can be found on webpage and link: http://www.uco.edu/administration/pur-pay-trav/info-for-vendors/index.asp?at=ervices/Suppliers/Solicitation Documentation The company’s/firm’s proposal shall remain in effect for a period of ___________( ) calendar days as of the Due Date for responses to the RFP, and that the person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Proposal are:

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3. Business Relations Section [Check this Box if not applicable],

A. That the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year to the date of this statement with the architect, engineer, or other party to the project is as follows: (if none, please write “None”)

(attach additional sheets as necessary)

B. That Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the proposing company and any officer or director of the architectural or engineering firm or other party to the project is as follows: (if none, please write “None”)

(attach additional sheets as necessary)

C. That Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows: (if none, please write “None”)

(attach additional sheets as necessary)
4. Non-Collusion/Conflict Of Interest section,  

[With regard to any competitive bid for goods or services, which is issued by the State of Oklahoma or any of its agencies, Oklahoma laws require each vendor to execute and submit a notarized sworn Statement of Non-Collusion/Conflict of Interest, the following section of the Purchasing Affidavit fulfills that requirement.]

A. That by signing below, Proposer/Vendor certifies that in accordance with 74 O.S. §85.23, he/she or firm does not have any substantial conflict of interest sufficient to influence the proposal process on this proposal.

B. That (s)he is the duly authorized agent by the Proposer/Vendor to submit the attached bid for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

C. That (s)he is fully aware of the facts and circumstance surrounding the making of the bid/contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and

D. That neither Proposer/Vendor nor anyone subject to the Proposer/Vendor’s direction or control has been a party:
   1. To any collusion among proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
   2. To any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
   3. In any discussions between proposers and any state official concerning exchange of money or other thing of value for special consideration in the letting of this contract.

E. I certify, if awarded the contract, whether competitively bid or not, neither the Vendor nor anyone subject to the Vendor’s direction or control has been paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma or the University of Central Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.

F. That in accordance with 74 O.S. §85.42.b, the Proposer/Vendor further certifies that no person(s) who has been involved in any manner in the development of that contract while employed by the State of Oklahoma or University of Central Oklahoma shall be employed to fulfill any of the services provided for under said contract.

G. Completed W-9 shall be attached.

Further Affiant sayeth Not.

__________________________
Signed

Title: __________________________

__________________________
Company

F.E.I.N. Number: __________________________

Subscribed and sworn to before me this _____day of ________, 20__.  
(SEAL)

Notary Public Commission Number: ________________
My Commission Expires: __________________

10/7/2015
ATTACHMENT B SHALL BE COMPLETED, SIGNED, AND RETURNED

VENDOR QUALIFICATION / FINANCIAL RESOURCE STATEMENT

The undersigned agrees that the response to this bid / proposal is a legal and binding offer and that by signing below he / she has authority to make said offer, identify the contact point and those authorized to negotiate for the company / firm, the contact and other information presented is current and accurate, and the company / firm is financially responsible and capable of fulfilling its financial obligations and responsibilities under this bid / proposal.

A. Authorized negotiator(s): if different from person signing form or in addition to person signing form if any (if ‘none’ so state by initialing): ___________ None

INITIALS

1. ________________________________                       ______________________________
   Signature       Print / Type Name

2. ________________________________                       ______________________________
   Signature       Print / Type Name

3. ________________________________                       ______________________________
   Signature       Print / Type Name

B. Official Contact Address: ____________________________ Phone Number: ________________
                              ____________________________ Fax Number: ________________

C. Type of Organization:
   If incorporated, in what year and which state(s): ____________________________
   ____________________________
   ___ Sole Proprietorship  ___Partnership
   ___ Private Corporation   ___Public Corporation
   ___ LLC                   ___ Other (Explain): ____________________________

D. Description of Business:
   Number of locations or branches: ____________________________
   Number located in the State of Oklahoma and where: ____________________________
   ____________________________
   Number of person currently employed (company wide): ____________________________
   Number located in the State of Oklahoma: ____________________________
   ____________________________
   Original date of Establishment (if not incorporated): ____________________________
   Classification: [ ] Small Business  [ ] Disadvantaged  [ ] Women-Owned
Total number of years in business: ______
Total number of years in the type of business requested by RFP: ___

Type of Work:

_____ Manufacturer           _____ Distributor            _____ Retail Dealer

_____ Service               Other: _______________________

_____ Business Enterprise

Certification / License Nos. assigned and from whom (if any): _____________________

____________________________________________________

_____ Construction:

[  ] General Contractor    [  ] Design-Builder     [  ] Material Supplier

[  ] Sub-Contractor:  [ ] Mechanical, [ ] Plumbing, [ ] Electrical,
[  ] Other sub: __________________

Indicate Type

Sales Contact Name:___________________________________
Sales Contact Address:_________________________________

____________________________________________________

Sales Contact Phone Number:____________________________
Sales Contract Fax Number:______________________________
Sales Contact Email Address:_____________________________

Customer Service/Order Entry Contact Name: __________________________
Customer Service/Order Entry Phone Number:__________________________
Customer Service/Order Entry Fax Number:____________________________
Customer Service/Order Entry Email Address:__________________________

Website Address:_______________________________________

Accounting Contact Name: ______________________________
Accounting Contact Address:_________________________________

____________________________________________________

Payment remit to address, if different than the above:

____________________________________________________

____________________________________________________

Accounting Contact Phone Number: ______________________
Accounting Contact Fax Number: _________________________

Accounting Contact Email: ______________________________

E. Reference Request:
Please include three (3) references for clients with whom your company has competed projects of similar size and scope. Preferred references would include those with whom you have had long term partnerships and those within the realm of higher education. Include all contact information. All shall be noted on a separate sheet, included in the proposal.

F. Financial Resource Information:
[The following information shall assist UCO in evaluating the comparative financial resources of competing Proposers/Vendors. It is understood and acknowledged that the information is requested by UCO solely as an indication of the Proposer’s fiscal responsibility.]

Dun & Bradstreet Bidder/Supplier’s Number: ______________________________

F.E.I.N. Number: ______________________________

The Vendor’s primary bank:

Name: ____________________________________________

Address: __________________________________________

Account Manager: __________________________________

Telephone number(s): ______________________________

Fax number(s): ______________________________

Note: If the current bank account has existed less than one year, furnish the above information for the previous bank as well.

IF requested shall you provide a Financial Statement: _____ Yes _____ No
If ‘Yes’ shall be Audited_________ or Reviewed_________

The above and foregoing are true and correct to the best of my knowledge.
Witness, this _______day of __________, 20____, by:

____________________________________________
Signature

____________________________________________
Typed / Printed name

____________________________________________
Title

____________________________________________
Company / Firm
ATTACHMENT C SHALL BE READ, SIGNED, AND RETURNED

Certificate of Compliance with Executive Order 11246 (as amended)

[ ] For Contracts/ Subcontracts in excess of $10,000
[ ] For Contracts in excess of $50,000 or Contractors with over 50 employees

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

(1) The Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. 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 Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The Vendor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex or national origin.

(3) The Vendor shall send to each labor union or representative of workers with which he 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 Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Vendor shall comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Vendor shall furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and shall permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Vendor’s noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Vendor shall include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions shall be binding upon each subcontractor or vendor. The Vendor shall take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.” [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

By signature below, I / we agree (check the box that is appropriate, date and sign):

[ ] to comply with the terms of Executive Order 11246 for the purposes of the solicitation to which this is appended. Or,
[ ] that I/we (said organization) is already in substantial compliance with Executive Order 11246.

Witness my hand this ________day of __________, 20____.

__________________________________________
Signature

__________________________________________
Print Name
**ATTACHMENT D**

Completed W-9 shall accompany the Vendor proposal. Blank document can be found at the following link:

http://www.uco.edu/administration/pur-pay-trav/_info-for-vendors/index.asp