PURCHASING – BIDS AND CONTRACTS

REQUEST FOR PROPOSAL

For
Website Redesign
RFP Number 2016P105

ISSUE DATE: Tuesday, October 20, 2015

PROPOSAL DUE DATE / TIME: Monday, November 9, 2015 @ 3:00 PM CST

IMPORTANT NOTICE

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

1. ______ NO RESPONSE

2. COMPANY NAME: __________________________________________________________

3. OUR REASON FOR “NO RESPONSE”:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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
Christina Appiah
Buyer II, Purchasing, Payment Services & Travel
E-Mail: cappiah@uco.edu
Department Fax: 405-974-3838

Secondary Contact
David B. Young I, Director
Director, Purchasing, Payment Services & Travel
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!
The University of Central Oklahoma (UCO)

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>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue RFP</td>
<td>10/20/2015</td>
</tr>
<tr>
<td>Pre-Proposal Conference and/or Site Visit</td>
<td>N/A</td>
</tr>
<tr>
<td>Last day for Vendor to submit written questions</td>
<td>10/29/2015 1:00 PM, CST</td>
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<tr>
<td>Tentative Addendum Post Date</td>
<td>11/03/2015</td>
</tr>
<tr>
<td>RFP Closing Date and Time</td>
<td>11/09/2015, 3:00 PM, CST</td>
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<td>Evaluation Period</td>
<td>TBD</td>
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<td>Vendor Presentations</td>
<td>TBD</td>
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<tr>
<td>Tentative Notice of Award</td>
<td>November, 2015</td>
</tr>
<tr>
<td>Implementation</td>
<td>TBD</td>
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</table>

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
Month, Day, Year, at Time CST at 1 PM in the Location, if applicable
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
Month, Day, Year, at Time CST at 1 PM in the Location, if applicable
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 ten (10) photocopies of your proposal marked “Copy 1” through “Copy 10”. 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, Monday, November 9, 2015.

Proposals shall be addressed as follows with the “University of Central Oklahoma Request for Proposal #2016P105 Website Redesign” clearly marked on the outside of the sealed package to:

University of Central Oklahoma
Attention: Christina Appiah, Buyer II, Purchasing, Payment Services & Travel
Bid Proposal Enclosed (2016P105 Website Redesign)
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 prior to 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: Christina Appiah  
Buyer II, Purchasing, Payment Services & Travel  
Email: cappiah@uco.edu  
Department Fax: (405) 974-3838

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

Questions and/or information requests may be submitted as they occur, but NOT LATER THAN 1:00 PM CST, Thursday, October 29, 2015. Email questions, referencing “Questions for RFP# 2016P105 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 2016P105”. 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 work is time/schedule sensitive and is limited to a “no later than” date
B. This RFP does not contain bond requirements.
C. This is a firm fixed price solicitation. Please state all costs clearly and completely; UCO shall not accept hidden charges or costs not disclosed as part of this proposal.
D. There shall be no term for this contract except for the first year of implementation. UCO will bind additional years by issuing a UCO Purchase Order to the awarded vendor. After the first year contract commitment, further use of the contract or renewal of any said licensing costs will be at the discretion of UCO and the appropriate of funding, benefit of the service and acceptable support and customer service provided.
E. Should the vendor seek to dissolve the partnership, a 120-day written notice shall be required.
F. UCO reserves the right to add or delete areas/departments on campus, to this contract, based on the Office of Information Technology assessment and approval. Such additional business shall entail quotes sought and negotiated between UCO and Vendor.

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

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](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.

3.10 **Requirement for Criminal Background Checks**
The contractor awarded this RFP shall be fully responsible for the provision and support of goods and services required hereunder. Any subcontractors shall be approved in writing and in advance by UCO; all contractors and sub-contractors shall adhere to the resulting original RFP and the terms of any resulting Agreement(s). Contractors and any subcontractors and all visitors on campus related to such contract shall conduct themselves in a professional and courteous manner at all times with UCO faculty, staff, and/or students, as well as any other customers, contractors or individuals with whom the contractor comes in contact as a result of this contract or in the course of providing goods or services hereunder while working or visiting the campus.

A. If UCO, in its sole discretion, reasonably believes that an employee, agent or subcontractor of the Contractor assigned to provide goods or services to UCO pursuant to this Agreement has engaged in conduct inconsistent with the requirements herein, UCO may so notify the Contractor and the Contractor shall promptly reassign said employee, agent or subcontractor so that they shall no longer provide goods or services pursuant to this Agreement.

B. The Contractor shall warrant that they shall only assign employees who have passed a criminal background check to perform work under this contract. The background checks shall demonstrate the worker has no convictions or pending criminal charges that would render the worker unsuitable. Disqualifying convictions or charges include, but are not limited to, sexual offenses, violent offenses, and drug offenses.

C. The Contractor warrants they are supplying employees who have passed a background check(s). Contractor agrees to defend, indemnify and hold harmless UCO, its officers, directors and employees for any claims, suits or proceedings alleging a breach of this warranty.

D. The most common minimum background check does the following:
   - Social Security Trace
   - County Level Criminal Search (in all counties as found by the Trace)
   - National Sex Offender Search Statewide Criminal
   - National Criminal Database Federal Criminal
   - State Sexual Offender Search
   - Motor Vehicle Report
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. Industry experience
B. References and accreditations
C. Value added concessions and/or incentives proposed as proprietary to UCO
D. Ability to meet specifications
E. Training plan
F. Cost – implementation, one time, annual, recurring – proprietary to UCO and more competitive than all other contracts

5.0 Specifications

5.1 Statement of Objective
The University of Central Oklahoma seeks to partner 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 world class website that reflects our institution’s identity and supports the needs of our audiences. The scope of this project is to redesign the existing UCO website (www.uco.edu). The site shall include a solution that works with the current web content management system and allows in-house staff to easily and cost effectively update content and modify the site after the initial launch.

We do not expect the chosen vendor to create, rewrite or host any site content. The University (University Relations and Information Technology) shall determine final content re-appropriation, reorganization, or reuse. The University shall write/create/host the website and its content. We shall, however, expect the vendor to facilitate discovery sessions to reorganize content.

5.2 The UCO website shall:
- connect with our constituents in a very positive way
- reflect upon the institution as the University that connects with the community
- reflect the brand of UCO as an institution that provides transformative educational experiences that help our students to be confident and ready and to connect to their future
- be relevant and forward looking
- be attractive, with room to breathe
- enhance the image of the University as Oklahoma’s Metropolitan University
- conform to, and be consistent with, the University brand standards
- be easy to update by non-technical individuals
- be intuitive and easy to navigate
- 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).
- have 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

5.3 We would like to incorporate targeted entry points for six primary groups of constituents:
1. Prospective students
2. Current students
3. Parents and friends
4. Faculty and staff
5. Alumni
6. The community

5.4 Purpose/Description/Objectives:

- Our top priority is solidifying in the hearts and minds of our constituents that UCO best connects students to the resources and relationships needed to become confident and ready for the future. Our secondary goal is to further establish UCO as Oklahoma’s Metropolitan University, connecting to the community in ways that shall help to ensure the long-term economic sustainability of the metro area.
- We know our website is our front door to the world. We need to welcome guests—mostly students, prospective students and their parents/families—in ways that accurately and attractively articulate the University’s brand.
- Our current website design is visually old-fashioned, dated. Not all pages display a consistent look, thus they are not necessarily consistent with our brand.
- Our logo and select graphic design elements must be prominent/present on all pages. At a minimum, this shall require a consistent header and footer, but shall include the creation of several layout options of these consistent elements. In addition, this shall be developed to deliver individualized versions of the University brand and logo (this should be coded, not graphical).
- We need a more efficient, easy-to-navigate way for our students to enroll and register online, including on their smart devices.
- We need a site that allows us to integrate the University’s social media by allowing shared content and incorporating RSS feeds, widgets, and other features.
- We shall populate our website content, but need it to live in an inviting, visually pleasing, and contemporary place.

5.5 The web redesign shall occur in five phases:

Phase 1: Discovery and Education
Phase 2: New information architecture, site map, core page templates, and introduction of new visual design via publication of site home page and other top level pages.
Phase 3: Conversion of all core pages (those currently using the University look-and-feel) to the aforementioned templates
Phase 4: Conversion of all alternate-design school sites, departmental pages, etc.
Phase 5: Conversion of those not currently using the University look-and-feel

5.6 Technical Specifications:

a. UCO shall host our websites on a Windows platform.
b. Database integrations must be compatible with Microsoft SQL Server or Oracle and well documented. Vendor shall comply with University Standards as applicable.
c. The website shall be compatible with Windows Internet Explorer 8.0 and within the last three versions for: Chrome, Firefox, and Safari.
d. Site design and development must meet ADA standards for accessibility. Vendor is expected to provide portfolio of recent design projects demonstrating accessibility compliance.
e. The completed website shall conform to the UCO Web Presence Guidelines located at: http://www.uco.edu/technology/policies/web-presence-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.
f. 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 UCO’s timeline needs can be met and resources allocated.

g. Upon completion UCO shall own all elements of site design and supported programming. This includes but is not limited to markup, style sheets, scripts, files, images, etc.

h. The University shall own, have full access to and have the right to customize site code.

i. UCO understands that delays on our part (content delivery, navigation or design decisions, etc.) may impact timeline; therefore initial timeline provided by vendor is critical.

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

k. UCO shall register any domain names or SSL certificates required for the project/s.

l. 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.

5.7 Available Technology Resources / Integrations:

a. Currently, the University of Central Oklahoma is utilizing the Hannon Hill Cascade Server Web Content Management System (WCMS). In addition to managing website content, WCMS can also deliver managed content to our University portal in the form of channels or portlets and to Digital Signage displayed across the University. Design elements shall be developed in a portable format for repurposing.

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

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

5.8 Reporting Needs:

a. The web project shall need to integrate Web analytics tools.
   ➢ We currently use Google Analytics.

b. Web projects may require integration with database reporting tools.
   ➢ Integrations shall be consistent with University technology standards.

5.9 Staff Resources:

a. The project shall require an appointed individual point of contact or project manager from the vendor.

b. The University shall assign a single point of contact, however it shall be a multi-division project and all shall be included in engagements and planning.

c. The University’s Office of Information Technology (OIT) shall have final technical approval of all web projects and shall be responsible for deploying the web projects on University servers.

d. UCO’s department of University Relations has final authority on content posted to a web site.

e. Preferred vendor shall work with University point of contact and coordinate through the Offices of Information Technology and University Relations.

f. Preferred vendor shall work with OIT to deploy the web project on University servers.

5.10 Deliverables:

a. UCO may require initial training and all necessary supporting documentation to permit easy use by the University staff.

b. The vendor shall present three to five creative options with primary and content page layouts.

c. The vendor and client shall collaborate on a minimum of three rounds of revisions after the preferred creative design is selected.
d. Following creative selection, client expects a minimum of 15 modular template designs that utilize the latest technology for portable device delivery.

e. Upon completion UCO shall own all elements of site design and supported programming, this includes but is not limited to markup, style sheets, scripts, files, images, etc.

5.11 Proposal Submission Information and Format
Vendor proposals and all copies of said proposals shall be submitted in the following tabbed order to be considered for evaluation. See the following order for all proposal submissions:

Tab 1: Company background and staff introductions
Tab 2: Fully executed UCO RFP, Addenda, and applicable attachments
Tab 3: Offer all costs associated with phase 1 through phase 5 including; implementation, one time, annual, and recurring.
Tab 4: Industry experience, including portfolio of recent design projects
Tab 5: Specific portfolio demonstration of accessibility compliance project (per section 5.6.d)
Tab 6: Miscellaneous, including training offered and value added concessions for UCO
Tab 7: References and accreditations

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 insure 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 ________________________  ss**

**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?services/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: __________________________
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  [ ] Other Supplier

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

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

10/20/2015
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