ATTACHMENT 6.3

PROPOSAL TRANSMITTAL AND STATEMENT OF CERTIFICATIONS AND ASSURANCES

The Proposer must complete and sign this Technical Proposal Transmittal. It must be signed, in the space below, by an individual empowered to bind the proposing entity to the provisions of this RFP and any contract awarded pursuant to it. If the individual is not the Proposer's chief executive, attach evidence showing the individual's authority to bind the proposing entity.

The Proposer does hereby affirm and expressly declare confirmation, certification, and assurance of the following:

1. This proposal constitutes a commitment to provide all goods and/or services as defined in the RFP Attachment 6.2, *Pro Forma* Contract, Scope of Goods and/or Services for the total contract period and confirmation that the Proposer shall comply with all of the provisions in this RFP and shall accept all terms and conditions set out in the RFP Attachment 6.2, *Pro Forma* Contract. A Proposal that limits or changes any of the terms or conditions contained in the Pro Forma Contract may be considered by the Institution, in its sole discretion, non-responsive and may be rejected.
2. The information detailed in the proposal submitted herewith in response to the RFP is accurate.
3. The proposal submitted herewith in response to the RFP shall remain valid for at one hundred twenty (120) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract pursuant to the RFP.
4. The Proposer shall comply with all applicable State and Federal laws and regulations, including Institution policies and guidelines in the submission of its Proposal and, if the successful Proposer, in the performance of the Contract.
5. The Proposer shall comply with all of the provisions in the subject RFP.
6. The Proposer agrees that this proposal pricing is for the APSU.
   The Proposer:
   - [ ] **does**
   - [ ] **does not**

   Agree to extend the proposal pricing to East Tennessee State University, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, University of Memphis, the University of Tennessee System of Higher Education, Tennessee Board of Regent schools, and the State of Tennessee Departments to utilize the resulting Agreement.
7. The Proposer certifies, by signature below and submission of this proposal, to the best of its knowledge and belief, that it and its principals:
   a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or State department or agency;
   b. have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with, obtaining attempting to obtain, or performing a public (Federal, State, or Local) transaction or grant under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
   c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses listed in section b. of this certification; and
   d. have not within a three (3) year period preceding this Contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.
8. The Proposer understands and agrees that Proposer shall be paid by ACH payment OR the method agreed upon between the Institution and the Proposer. By submission of this Proposal, each Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Proposer is not on the list created pursuant to §12-12-106. For reference purposes, the list is currently available online at:
   https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/other/Debarred_Vendors.pdf

SIGNATURE & DATE:

ATTACHMENT 6.4

RFP REQUIREMENTS

Overview

APSU (hereinafter Institution) is soliciting proposals from qualified proposers for the procurement of Housing – Room Management Software.

The Contract resulting from this Request for Proposal (RFP) shall be for a maximum period of five (5) years.

The following are requirements to respond to this Request for Proposal and should be used as a strict guideline in the preparation of a proposal. Each Proposer must use the Technical Proposal and Evaluation Guide (Attachment 6.5) to organize, reference, and draft its Technical Proposal. **Each Proposer must duplicate the Technical Proposal and Evaluation Guide and use it as a table of contents covering the Technical Proposal (adding proposal page numbers as appropriate)**. The order of the response to the Technical Proposal and Evaluation Guide must be preserved.

The Institution expects all Proposers to submit a complete and thorough response to the specifications identified in this RFP. In response to each specification, Proposers must clearly identify the specification to which they are responding and thoroughly explain how their solution fulfills the requirement of that specification.

Interested Proposers are to provide proposals, including but not limited to, the following requirements.

A. Financial Stability Mandatory Requirements (Proposers to indicate in Attachment 6.5, Section A page reference numbers of its Proposal to these requirements)

Notice: There are no exceptions to the items requested below. If proposer fails to submit the mandatory requirements in the format requested below, the proposal shall be deemed non-responsive, and the institution shall reject it.

A.1 Provide the Technical Transmittal and Statement of Certifications and Assurances (Attachment 6.3) completed and signed, in the space provided, by an individual empowered to bind the Proposer to the provisions of this RFP and any resulting contract.

Each Proposer must sign the Technical Transmittal and Statement of Certifications and Assurances without exception or qualification.

A.2 Provide a Statement, based upon reasonable inquiry, of whether the Proposer or any individual who shall perform work under the contract has a possible conflict of interest (*e.g.,* employment by the State of Tennessee) and, if so, the nature of that conflict.

NOTE: Determination of conflict of interest shall be solely within the discretion of the Institution, and the Institution reserves the right to cancel any award.

A.3 Provide a current bank reference indicating that the Proposer's business relationship with the financial institution is in positive standing. Such reference must be written in the form of a standard business letter, on bank letterhead, signed, and dated within the past three (3) months.

A.4 Provide two current positive credit references from vendors with which the Proposer has done business written in the form of standard business letters, on reference's letterhead, signed, and dated within the past three (3) months.

A.5 Provide **EITHER**:

a) an official document or letter from an accredited credit bureau, verified and dated within the last three (3) months and indicating a positive credit rating for the Proposer (NOTE: A credit bureau report number without the full report is insufficient and will not be considered responsive.); **OR**

b) a Dun & Bradstreet Credit eValuator Plus Report dated within the last three (3) months and indicating a positive credit rating for the Proposer.

A.6 Minority/Ethnicity Form (Attachment 6.1).

A.7 Provide a copy of a valid, current certificate of insurance indicating general liability insurance. Prior to contract award, successful Proposer will be required to submit a valid, current certificate of insurance with the limit requirements provided in Section 4.8 above.

B. Qualifications and Experience Requirements (Proposers to indicate in Attachment 6.5, Section B page reference numbers of its Proposal to these requirements)

B.1. Describe the Proposer's form of business (*i.e*., individual, sole proprietor, corporation, non-profit corporation, partnership, Limited Liability Company) and detail the name, mailing address, email address and telephone number of the person the Institution should contact regarding the Proposal.

B.2. Provide a statement of whether there have been any mergers, acquisitions, or sales of the Proposer company within the last ten years, and if so, an explanation providing relevant details.

B.3. Provide a statement of whether the Proposer or any of the Proposer's principals have been convicted of, pled guilty to, or pled *nolo contendere* to any felony, and if so, an explanation providing relevant details.

B.4. Provide a statement of whether there is any pending litigation against the Proposer; and if such litigation exists, an attached opinion of counsel as to whether the pending litigation will impair the Proposer's performance in a contract under this RFP.

B.5. Provide a statement of whether, in the last ten years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.

B.6. Provide a statement of whether there are any pending Securities Exchange Commission investigations involving the Proposer, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) will impair the Proposer's performance in a contract under this RFP.

B.7. Provide a brief, descriptive Statement indicating the Proposer's credentials to deliver the requested goods and/or services.

B.8. Indicate how long the Proposer has been providing the requested goods and/or services and include the number of years in business.

B.9. Indicate the Proposer organization's number of employees, client base, and location of offices (list all offices in the State).

B.10. Provide a narrative description of the proposed project team and its organizational structure, list its members, and include resumes. (The Institution reserves the right to approve any changes in the proposed project team). Information about each project team member shall include, but not be limited to, the following:

1. Contact Name
2. Title
3. Years with the Proposer's firm

B.11. Provide a statement of whether the Proposer intends to use subcontractors, and if so, the names and mailing addresses of the committed subcontractors and a description of the scope and portions of the work the subcontractors will perform. The area of the state that each subcontractor will cover must be included.

B.12. Provide customer references for similar projects, with an emphasis on higher education entities, representing three of the larger accounts serviced by the Proposer. The standard reference questionnaire, which must be used and completed, is provided at RFP Attachment 6.7. References that are not completed as required may be deemed non-responsive and may not be considered.

The Proposer will be solely responsible for obtaining fully completed reference questionnaires and including them in the sealed Technical Response. In order to obtain and submit the completed reference questionnaires follow the process below.

Client References may be submitted electronically or physically.

Electronic Submission:

(a) Electronic submission of Client References will be accepted via email to: waltonp@apsu.edu.

(b) Client References must be received directly from the client providing the reference or submitted by Proposer with original signature from the client providing the reference.

Physical Submission:

(a) Add the Proposer Identification Number to the standard reference questionnaire at RFP Attachment 6.7. and make a copy for each reference. For identification purposes to proposer's references, it is acceptable to provide Proposer name and brief explanation why a Proposer Identification Number is being used on a separate sheet of paper.

(b) Send a reference questionnaire and new, standard #10 envelope to each reference.

(c) Instruct the reference to:

  (i) complete the reference questionnaire;

  (ii) sign and date the completed reference questionnaire;

  (iii) seal the completed, signed, and dated reference questionnaire within the envelope provided;

  (iv) sign his or her name in ink across the sealed portion of the envelope; and

  (v) return the sealed envelope directly to the Proposer (the Proposer may wish to give each reference a deadline, such that the Proposer will be able to collect all required references in time to include them within the sealed Technical Response).

(d) Do NOT open the sealed references upon receipt.

(e) Enclose all sealed reference envelopes within a larger, labeled envelope for inclusion in the Technical Response as required.

NOTES:

- The Institution will not accept late references or references submitted by any means other than that which is described above, and each reference questionnaire submitted must be completed as required.
- The Institution will not review more than the number of required references indicated above.
- While the Institution will base its reference check on the contents of the sealed reference envelopes included in the Technical Response package, the Institution reserves the right to confirm and clarify information detailed in the completed reference questionnaires and may consider clarification responses in the evaluation of references.
- The Institution reserves the right to check other sources of references.

The Institution is under no obligation to clarify any reference information.

C. Technical Requirements (Proposers to indicate in Attachment 6.5, Section C page reference numbers of its Proposal to these requirements)

C.1 Technical Mandatory Pass/Fail Requirements (Proposer shall validate in its response its understanding of these mandatory requirements and its ability to provide the required goods and/or services as well as describe in detail the sub-contractors it uses for these goods and/or services and how each process is conducted.

Minimum Proposer Requirements:

C.1.1 General Requirements

1. Proposer shall validate in its response its understanding that goods and/or services proposed meet the RFP requirements.

2. Proposer shall validate in its response a narrative that illustrates how the Respondent will complete the scope of services, accomplish required objectives, and meet the Institution's project schedule.

C.1.2 Minimum Implementation/Training Requirements

1. Proposer shall validate in its response its understanding that Proposer shall provide its implementation plan for the Institution.

2. Proposer shall validate in its response its understanding that Proposer shall provide a timeline of the steps in the implementation process, inclusive of training. This timeline of steps shall include both the timeline of steps provided by the Proposer and the timeline of steps provided by the Institution. It is the expectation of the Institution to have goods and/or services available July 1, 2024.

3. Proposer shall validate in its response its understanding that Proposer shall define its expectation of System Office and Institutional assistance during the implementation process (key employees, institutional tasks/customizations).

C.2 **Technical Scored Requirements** (In the previous Mandatory pass/fail section (Section C.1) Proposer was asked to validate in its response its understanding of the mandatory requirements. In Section, C.2 Proposer is to describe its goods and/or services and will be scored based on those descriptions. Proposers to indicate in Attachment 6.5, Section C (2) page reference numbers of its Proposal containing its responses to these requirements).

C.3. **Diversity Expenditures**

C.3.1 Reporting

The Institution is required to report to the Governor's Office of Diversity Business Enterprise (GODBE) annual expenditures for businesses with the following classifications (see Attachment 6.1 for definitions of these classifications):

Small
Women
Service-Disabled Veterans
Persons with Disabilities
Minority:
- a. African American
- b. Hispanic American
- c. Asian American
- d. Native American
- e. Other Minorities

The Proposer may be required, on a quarterly basis and if applicable, to provide subcontractor spend information, to each Institution, for the categories listed above to the Institutions listed in Attachment 6.9. For reporting purposes, contractors are permitted to only be classified in one of the above categories.

C.4. **Additional Goods and/or Services**

Notice: No cost or pricing (including required or optional pricing) information shall be included in the Technical Proposal. Inclusion of cost or pricing information including notations that items are "free of charge" or are "at no additional cost" in the Technical Proposal may make the proposal non-responsive, and the Institution may reject it.

Proposer shall describe any related goods and/or services available from the proposer in addition to those required in this RFP. The additional related goods and/or services may be added to the contract before contract signing at the sole discretion of the Institution. Proposer must fully describe the related goods and/or services in its Technical Proposal Response. ***Costs associated with additional related goods and/or services must be provided in the Cost Proposal only and provided on a separate attachment from the base Cost Proposal items requested.***. Additional Goods and/or Services shall not be included in the evaluation. If Proposer is not quoting any additional goods and/or services, it must state this in its Technical Response.

C.5 **Proposer Finalist Presentations**

Proposers that submit responsive proposals, and receive the highest preliminary technical scores, will be designated as Finalists. Finalists will be required to make presentations to the evaluation committee. The presentations will be scheduled after the Technical Proposal review process is completed. The Solicitation Coordinator will notify all Proposers of the Finalists chosen and shall coordinate with each

Finalist to schedule the date and time of presentation. If a Proposer is not chosen as a Finalist, its Cost Proposal shall remain sealed and unopened.

For remote presentations, Finalists are responsible for providing webinar link and conference call number.

Proposers are strictly limited to the time allotted and the topics provided by the Institution. Points will be deducted if presentations exceed the allotted time or deviate from the presentation topics defined by the Institution.

Proposers have the opportunity to receive up to the points stated in Section 5 for its presentation.

NOTE: ANY MATERIALS THAT ARE PROVIDED TO THE EVALUATION COMMITTEE DURING THE PROPOSER PRESENTATION SHALL BECOME PART OF THE RFP FILE AND SHALL BE SUBJECT TO THE TENNESSEE OPEN RECORDS ACT.

NOTICE: A Technical Proposal and Presentation <u>must not</u> include <u>any</u> pricing or cost information. This includes references to items that are included "free" or "at no additional cost", etc. If any pricing or cost information amounts of any type (even pricing relating to other projects) is included in any part of the Technical Proposal, the Institution may deem the Response to be non-responsive and reject it.

D. <u>Cost Proposal</u>

D.1 <u>Proposer Cost Proposal</u>

D.1.1 Proposer shall provide pricing on the core list provided in Attachment 6.6. All pricing must be included in Proposer's Cost Proposal (Attachment 6.6).

D.1.2 Cost Proposal Components. Proposer shall provide flat rate pricing for all categories listed on Attachment 6.6. for five (5) years.

D.1.3 Proposer shall provide cost for the following:

- ii) Lump sum rice for Housing – Room Management Software; Software License; Cloud Hosting
- iii) Annual Support, Technical Support, and Maintenance Cost
- iv) Configuration, migration and implementation
- v) Customer Service (per session)
- vi) On-Campus Training (per hour) All Inclusive
- vii) Web-based Training (per hour) All Inclusive

Proposer must indicate, in its Cost Proposal which training options listed above are included with contract award. If training options are provided at no additional cost, Proposer should include "no cost' for these items in its Cost Proposal.

D.1.4 In its Cost/Revenue Proposal, Proposer shall indicate any cash discounts available for early payment. Institution solely reserves the right to determine payment method.

D.1.5 Any additional products or services related to this RFP, in accordance with Section C.4 above, must be provided on a separate document with the Cost Proposal.

D.2 Price Escalation

Requests for price increases for services proposed in response to this RFP may be requested by the Successful Proposer at the annual renewal period. It will be solely the Institution's right to choose either to accept the price increase or cancel the item from the Contract. The Institution requires sixty (60) day notice prior to the anniversary renewal date of the Contract for any requested price increases and any price increase notice must be accompanied with record/proof of manufacturing price increase. In no event shall the proposed price increase exceed the annual Consumer Price Index (CPI). Should the Institution feel that the price increase request makes this Contract no longer cost effective for the Institution, the Institution shall cancel the Contract and conduct another competitive process. In no event shall price increase be uploaded unless the above mentioned prior notice has been given and approved by the Institution.

ATTACHMENT 6.5

TECHNICAL PROPOSAL & EVALUATION GUIDE — SECTION A	
SECTION A — MANDATORY REQUIREMENTS	

TECHNICAL PROPOSAL & EVALUATION GUIDE

SECTION A: MANDATORY REQUIREMENTS. The Proposer must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Proposer must also detail the proposal page number for each item in the appropriate space below.

The Solicitation Coordinator will review the Proposal to determine if the Mandatory Requirement Items are addressed as required and mark each with pass or fail. For each item that is not addressed as required, the Chief Procurement Officer must review the Proposal and attach a written determination. A determination that a proposal is non-responsive must be approved by the Chief Business Officer before notice may be sent out that the Proposal has been rejected. In addition to the Mandatory Requirement Items, the Solicitation Coordinator will review each Proposal for compliance with all RFP requirements.

PROPOSER LEGAL ENTITY NAME:	
AUTHORIZED PROPOSER SIGNATURE & DATE:	

- The Proposal must be delivered to the Institution no later than the Proposal Deadline specified in the RFP Section 2, Schedule of Events.
- The Technical Proposal and the Cost Proposal documentation must be packaged separately as required (refer to RFP Section 3.2., *et. seq.*).
- The Technical Proposal must NOT contain cost or pricing information of any type.
- The Technical Proposal must NOT contain any restrictions of the rights of the State/Institution or other qualification of the Proposal.
- A Proposer must NOT submit alternate Proposals.
- A Proposer must NOT submit multiple Proposals in different forms (as a prime and a sub-contractor).

Proposal Page # (Proposer completes)	Item Ref.	Section A— Mandatory Requirement Items	Pass/Fail
	A.1.	Provide the Proposal Transmittal and Statement of Certifications and Assurances (RFP Attachment 6.3.) completed and signed by an individual empowered to bind the Proposer to the provisions of this RFP and any resulting contract. The document must be signed without exception or qualification.	
	A.2.	Provide a statement, based upon reasonable inquiry, of whether the Proposer or any individual who shall perform work under the contract has a possible conflict of interest (*e.g.*, employment by the State of Tennessee or Institution) and, if so, the nature of that conflict. NOTE: Determination of conflict of interest shall be solely within the discretion of the Institution, and the Institution reserves the right to cancel any award.	
	A.3.	Provide a current bank reference indicating that the Proposer's business relationship with the financial institution is in positive standing. Such	

		reference must be written in the form of a standard business letter, on bank letterhead, signed, and dated within the past three (3) months.	
	A.4.	Provide two current positive credit references from vendors with which the Proposer has done business written in the form of standard business letters, on reference's letterhead, signed, and dated within the past three (3) months.	
	A.5.	Provide **EITHER**: (a) an official document or letter from an accredited credit bureau, verified and dated within the last three (3) months and indicating a positive credit rating for the Proposer (NOTE: A credit bureau report number without the full report is insufficient and will not be considered responsive.); **OR** (b) a Dun & Bradstreet short-form report, verified and dated within the last three (3) months and indicating a positive credit rating for the Proposer.	
	A.6.	Provide an Ownership Ethnicity Form (Attachment 6.1).	
	A.7.	Provide a copy of a current certificate of liability insurance. If Proposer's current limits/coverages do not meet the requirements of Section 4.8 above, prior to contract award, the successful Proposer will be required to submit a valid, current certificate of insurance that meets the requirements of Section 4.8.	

TECHNICAL PROPOSAL & EVALUATION GUIDE — SECTION B		
PROPOSER NAME:		
SECTION B — QUALIFICATIONS & EXPERIENCE		
The Proposer must address ALL Qualifications and Experience section items and provide, in sequence, the information and documentation as required (referenced with the associated item references). **A Proposal Evaluation Team, made up of three or more Institution employees, will independently evaluate and score the proposal's "qualifications and experience" responses.**		
Proposal Page # (to be completed by Proposer)	**Qualifications & Experience Items**	**Points Awarded**
	B.1 Describe the Proposer's form of business (*i.e.*, individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and detail the name, mailing address, email address and telephone number of the person the Institution should contact regarding the proposal.	

	B.2	Provide a statement of whether there have been any mergers, acquisitions, or sales of the Proposer's company within the last ten years, and if so, an explanation providing relevant details.	
	B.3	Provide a statement of whether the Proposer or any of the Proposer's principals, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled *nolo contendere* to any felony, and if so, an explanation providing relevant details.	
	B.4	Provide a statement of whether there is any pending litigation against the Proposer; and if such litigation exists, an attached opinion of counsel as to whether the pending litigation will impair the Proposer's performance in a contract under this RFP.	
	B.5	Provide a statement of whether, in the last ten years, Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.	
	B.6	Provide a statement of whether there are any pending Securities Exchange Commission investigations involving the Proposer, and if such are pending or in progress, an explanation providing relevant details and an attached opinion of counsel as to whether the pending investigation(s) will impair the Proposer's performance in a contract under this RFP.	
	B.7	Provide a brief, descriptive statement indicating the Proposer's credentials to deliver the requested goods and/or services.	
	B.8	Indicate how long the Proposer has been providing the requested goods and/or services and include the number of years in business.	
	B.9	Indicate the Proposer organization's number of employees, client base, and location of offices (list all offices in the State of Tennessee).	
	B.10	Provide a narrative description of the proposed project team and its organizational structure, list its members, and include resumes. (The Institution reserves the right to approve any changes in the proposed project team). Information about each project team member shall include, but not be limited to, the following: 1. Contact Name 2. Title 3. Years with the Proposer's firm.	
	B.11	Provide a statement of whether the Proposer intends to use subcontractors, and if so, the names and mailing addresses of the committed subcontractors and a description of the scope and portions of the work the subcontractors will perform. The area of the state that each subcontractor will cover must be included.	
	B.12	Provide customer references for similar projects, with an emphasis on higher education entities, representing three of the larger accounts serviced by the Proposer. The standard reference questionnaire, which <u>must</u> be used and completed, is provided at RFP Attachment 6.7. References that are not completed as required may be deemed non-responsive and may not be considered. The Proposer will be <u>solely</u> responsible for obtaining fully completed reference questionnaires and including them in the sealed Technical Response. In order to obtain and submit the completed reference questionnaires follow the process below.	

Client References may be submitted electronically or physically.

Electronic Submission:

(a) Electronic submission of Client References will be accepted via email to: waltonp@apsu.edu.

(b) Client References must be received directly from the client providing the reference or submitted by Proposer with original signature from the client providing the reference.

Physical Submission:

(a) Add the Proposer Identification Number to the standard reference questionnaire at RFP Attachment 6.7. and make a copy for each reference. For identification purposes to proposer's references, it is acceptable to provide Proposer name and brief explanation why a Proposer Identification Number is being used on a separate sheet of paper.

(b) Send a reference questionnaire and new, standard #10 envelope to each reference.

(c) Instruct the reference to:

  (i) complete the reference questionnaire;

  (ii) sign and date the completed reference questionnaire;

  (iii) seal the completed, signed, and dated reference questionnaire within the envelope provided;

  (iv) sign his or her name in ink across the sealed portion of the envelope; and

  (v) return the sealed envelope directly to the Proposer (the Proposer may wish to give each reference a deadline, such that the Proposer will be able to collect all required references in time to include them within the sealed Technical Response).

(d) Do NOT open the sealed references upon receipt.

(e) Enclose all sealed reference envelopes within a larger, labeled envelope for inclusion in the Technical Response as required.

NOTES:

- The Institution will not accept late references or references submitted by any means other than that which is described above, and each reference questionnaire submitted must be completed as required.
- The Institution will not review more than the number of required references indicated above.
- While the Institution will base its reference check on the contents of the sealed reference envelopes included in the Technical Response package, the Institution reserves the right to confirm and clarify information detailed in the completed reference questionnaires and may consider clarification responses in the evaluation of references.
- The Institution reserves the right to check other sources of references.

The Institution is under no obligation to clarify any reference information.

(Maximum Section B Score = 50)

RFP ATTACHMENT 6.2. — SECTION C

TECHNICAL RESPONSE & EVALUATION GUIDE

SECTION C: TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH. The Respondent must address all items (below) and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the response page number for each item in the appropriate space below.

A Response Evaluation Team, made up of three (3) or more Institution employees, will independently evaluate and score the response to each item.

RESPONDENT LEGAL ENTITY NAME:			
Response Page # (Respondent completes)	**Item Ref.**	**Section C— Technical Qualifications, Experience & Approach Items**	**Points Awarded**
	C.1.	Provide a narrative that illustrates the Respondent's understanding of the Institution's requirements and project schedule.	
	C.2.	Provide a narrative that illustrates how the Respondent will complete the scope of services, accomplish required objectives, and meet the Institution's project schedule.	
	C.3.	Describe how Proposer's software will provide clear navigation and easy access to information for students and staff. Allow authorized users to easily navigate from one part of the system to others, be easy to use for both experienced and novice staff members, and provide guidelines and directions to students.	
	C.4.	Describe how Proposer's software will allow authorized users to easily navigate from one part of the system to others, be easy to use for both experienced and novice staff members, and provide guidelines and directions to students.	
	C.5.	Describe how Proposer's software has the ability to serve a residential size of 2,000 with room for growth.	
	C.6.	Describe how Proposer's software will provide unlimited admin and staff accounts.	
	C.7.	Describe how Proposer's software will allow the addition of custom fields / custom tables to expand core functionality. System administrators must have the ability to report against these custom fields / tables.	
	C.8.	Describe Proposer's responsive design to make Software access available from different sized screens on mobile devices, laptops, tablets, and desktop computers. Most student use is expected to be from small mobile devices.	
	C.9.	Describe Proposer's software occupancy management: housing applications, contracts, and room assignments; billing; administration of room data; communication and customer service.	
	C.10.	Describe Proposer's software residence life: 24-hour desk functions including temporary key / access card administration; check-in / check-out; room condition documentation.	
	C.11.	Describe Proposer's software student on-line portal (Student self-service): housing applications, contracts, and housing preferences; room assignments and room change requests.	

	C.12.	Describe Proposer's software roommate matching and roommate communication management.	
	C.13.	Describe Proposer's software ad-hoc, Prorated, Monthly and term-based billing options that must integrate with Ellucian Banner ERP product System; ability to integrate with Oracle ERP system	
	C.14.	Describe Proposer's software email / mail merge tools & correspondence tracking.	
	C.15.	Describe Proposer's software built-in / ad-hoc / scheduled reporting, charting, dashboard & analysis tools.	
	C.16.	Describe Proposer's software mass texting capabilities to residential students.	
	C.17.	Describe Proposer's software support for Ellucian Banner ERP product system integration as well as Oracle integration/interface	
	C.18.	Describe Proposer's software partnering with Touchnet.	
	C.19.	Describe Proposer's software ability for a training development instance.	
	C.20.	Describe how Proposer's software does not require client-side Java processing.	
	C.21.	Describe Proposer's software has one of the following authentication methods: native Active Directory, Secure LDAP, ADFS or CAS	
	C.22.	Describe Proposer's ability to provide hosting services and data storage in the United States for all environments.	
	C.23.	Provide Proposer's redundancy services.	

	C.24	Accessibility Requirements All Informational Material and Technology (IMT) developed, purchased, upgraded or renewed by or for the use of the Institution will comply with all applicable APSU policies, Federal and State laws and regulations including but not limited to the accessibility guidelines set forth in Web Content Accessibility Guidelines 2.0 A & AA, EPub3 Accessibility guidelines, Section 508 and all other regulations promulgated under Section 504 of the Rehabilitation Act and Title II of The Americans with Disabilities Act as amended. Further: a. Compliance means that a person with a disability can acquire the same information, engage in the same interactions, and enjoy the same goods and/or services as a person without a disability, in an equally effective and integrated manner, with substantially equivalent ease of use. b. The Successful Proposer warrants that any IMT purchased by, developed, upgraded or renewed for APSU will comply with the aforementioned accessibility guidelines and the contractor/vendor will provide accessibility testing results, written documentation verifying accessibility including the most recent VPAT for the product/service identified in this document. c. The Successful Proposer will promptly respond to and resolve accessibility issues/complaints, and to indemnify and hold the APSU harmless in the event of claims arising from inaccessibility of the contractor's/vendor's product(s) or service(s). d. Proposer shall provide access to the Institution as needed for testing/compliance review. Additional information can be found in Attachment 6.9., Vendor Product Accessibility Statement and Documentation. If Proposer is not compliant at this time with these standards, Proposer shall describe in response to Section C.2.2, via the Accessibility Conformance and Remediation Form (Attachment 6.13) its plan for remediation. NOTE: Proposer is not required to be fully compliant to respond to this Proposal but must be working to achieve accessibility compliance.	
	C.25.	Describe Proposer's varying levels of support packages	
	C.26.	Describe Proposer's functionality for tracking Emotional Support Animals as part of the student record, including photos, document attachments, and easily identifying students with ESAs. ESA details must be available in reports and dashboards.	
	C.27.	Describe Proposer's ability to specify room setup and configuration based on date. The option to have details such as living learning communities variable based on dates.	
	C.28.	Describe Proposer's online applications for student self-service must integrate with campus single sign-on, please detail the integration options for this including examples.	
	C.29.	Describe Proposer's online application management software/system (housing portal) allows the institution full control over the branding and configuration tools. Configuration tools include managing the workflow of an application process, creating online forms, configuration of all settings available in the portal, and specifying the data collected from students. No web development resource is required by the institution.	

	C.30.	Describe Proposer's real-time room selection for new residents search for new room according to customizable business rules on room eligibility returning residents to keep their own room or search for new rooms that they are eligible for.	
	C.31.	Describe Proposer's process of how the electronic signature was implemented in a college or university where you have successfully installed your software. The system must allow for electronic signatures.	
	C.32.	Describe Proposer's fast check-in and check-out features for individuals or in bulk. System must be able to generate a barcode or QR code for students to bring to check in our out. Solution must also include the fast check-in component in their mobile app.	
	C.33.	Describe Proposer's drag and drop assignments allowing the selection of room types, locations, and resident groups. Resident can be dragged and dropped into the appropriate room booking.	
	C.34.	Describe Proposer's built-in report functionality must include the ability to create different report layouts.	
	C.35.	Describe Proposer's meal plan billing pro rate tools for creating meal plan transactions and updating charges for meal plan changes.	
(Maximum Section B Score = 250)			

Proposer Finalist Presentation — SECTION C.5		
Proposer Name		

Proposers that submit responsive proposals, and receive the highest technical scores, will be designated as Finalists. Finalists will be required to make presentations to the evaluation committee. The presentations will be scheduled after the preliminary Technical Proposal review process is completed. The RFP Coordinator will notify all Proposers of the Finalists chosen and shall coordinate with each Finalist to schedule the date and time of presentation. If a Proposer is not chosen as a Finalist, its Cost Proposal shall remain sealed and unopened.

Finalist Presentations will be held virtually via Microsoft Teams. Finalists are responsible for ensuring capability to participate remotely with necessary software to deliver the presentation.

Proposers are strictly limited to the time allotted and the topics provided by the Institution. Points will be deducted if presentations exceed the allotted time or deviate from the presentation topics defined by the Institution.

Presentations will last no more than ninety (90) minutes and Finalists and must cover the following topics:

Time Allotted	Topic	Points Awarded
5 minutes	Welcome and Introductions	
35 minutes	**Overview of System/User Experience** Proposer to describe and demonstrate: • Navigation of System •	
10 Minutes	**Role Features** • User Capabilities • •	
15 Minutes	**Customer Service Requirements** Proposer to describe: • How it will manage/service Institution's account • Tools that it provides to answer FAQs • Response time to inquiries • **Support Packages** • **Support for ERP migration**	
10 Minutes	**Reports** Proposer to describe: • Reports that Institution may generate	
10 Minutes	**Implementation and Training Plan** Proposer to describe: • Plan for providing initial implementation • Plan for initial training • Plan for providing continued and ongoing training for new or updated features	
5 minutes	Additional Q & A (evaluation committee may ask questions of the Proposer).	
(Maximum Section C.5. Score = 400)		

ATTACHMENT 6.6

COST PROPOSAL & SCORING GUIDE

NOTICE TO PROPOSER: This Cost Proposal MUST be completed EXACTLY as shown.

PROPOSER NAME:	
SIGNATURE & DATE:	

NOTE: The signatory must be an individual or a company officer empowered to contractually bind the Proposer. If the Signatory is not the Proposer company president, evidence SHALL be attached showing the Signatory's authority to bind the Proposer.

COST PROPOSAL SCHEDULE

The proposed cost, detailed below, shall indicate the proposed price for providing the entire scope of service including all goods and/or services as defined in the RFP Attachment 6.2. *Pro Forma* Contract, Scope of Goods and/or services for the total contract period. The proposed cost and the submitted technical proposal associated with this cost shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the Institution. All monetary amounts are United States currency.

	Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**
Cost Item Description					
The Proposers costs for this RFP must be addressed by line item, as follows:					
Lump sum price for Housing – Room Management Software; Software License; Cloud Hosting					
Annual Support, Technical Support, and Maintenance Cost					
Configuration, migration and implementation					
Customer Service (per session)					
On-Campus Training (per hour) All Inclusive					
Web-based Training (per hour) All Inclusive					
Additional Fees					

The RFP Coordinator shall use the evaluation cost amount derived from the proposed cost amounts above and the following formula to calculate the COST PROPOSAL SCORE. Calculations shall result in numbers rounded to two decimal places.	**Evaluation Cost Amount:** *(sum of all weighted cost amounts above)*
$\dfrac{\textbf{Lowest Evaluation Cost Amount}}{\textbf{Evaluation Cost Amount Being Evaluated}}$ **X** 300 *(maximum section score)*	**= SCORE:**

ATTACHMENT 6.7

REFERENCE QUESTIONNAIRE

The standard reference questionnaire provided on the following pages of this attachment MUST be completed by all individuals offering a reference for the Proposer.

The Proposer will be solely responsible for obtaining completed reference questionnaires as required (refer to RFP Attachment 6.5., Technical Response & Evaluation Guide, Section B, Item B.13.), and for enclosing the sealed reference envelopes within the Proposer's Technical Response.

RFP # 24-011 REFERENCE QUESTIONNAIRE

REFERENCE SUBJECT: Proposer's Name (completed by Proposer before reference is requested)

The "reference subject" specified above, intends to submit a response to APSU in response to the Request for Proposals (RFP) indicated. As a part of such response, the reference subject must include a number of completed and sealed reference questionnaires (using this form).

Each individual responding to this reference questionnaire is asked to follow these instructions:

- complete this questionnaire (either using the form provided or an exact duplicate of this document);
- sign and date the completed questionnaire;
- seal the completed, signed, and dated questionnaire in a new standard #10 envelope;
- sign in ink across the sealed portion of the envelope; and
- return the sealed envelope containing the completed questionnaire directly to the reference subject.

(1) What is the name of the individual, company, organization, or entity responding to this reference questionnaire?

(2) Please provide the following information about the individual completing this reference questionnaire on behalf of the above-named individual, company, organization, or entity.

NAME:	
TITLE:	
TELEPHONE #	
E-MAIL ADDRESS:	

(3) What goods or services does/did the reference subject provide to your company or organization?

(4) What is the level of your overall satisfaction with the reference subject as a vendor of the goods or services described above?

Please respond by circling the appropriate number on the scale below.

	1	2	3	4	5	
least satisfied						**most satisfied**

If you circled 3 or less above, what could the reference subject have done to improve that rating?

(5) If the goods or services that the reference subject provided to your company or organization are completed, were the goods or services provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.

(6) If the reference subject is still providing goods or services to your company or organization, are these goods or services being provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.

(7) How satisfied are you with the reference subject's ability to perform based on your expectations and according to the contractual arrangements?

(8) In what areas of goods or service delivery does/did the reference subject excel?

(9) In what areas of goods or service delivery does/did the reference subject fall short?

(10) What is the level of your satisfaction with the reference subject's project management structures, processes, and personnel?

Please respond by circling the appropriate number on the scale below.

	1	2	3	4	5	
least satisfied						**most satisfied**

What, if any, comments do you have regarding the score selected above?

(11) Considering the staff assigned by the reference subject to deliver the goods or services described in response to question 3 above, how satisfied are you with the technical abilities, professionalism, and interpersonal skills of the individuals assigned?

Please respond by circling the appropriate number on the scale below.

	1	2	3	4	5	
least satisfied						**most satisfied**

What, if any, comments do you have regarding the score selected above?

(12) Would you contract again with the reference subject for the same or similar goods or services?

Please respond by circling the appropriate number on the scale below.

	1	2	3	4	5	
least satisfied						**most satisfied**

What, if any, comments do you have regarding the score selected above?

REFERENCE SIGNATURE:
(by the individual completing this
request for reference information)

____
(must be the same as the signature across the envelope seal)

DATE: ______________________________________

ATTACHMENT 6.8

Sample Protest Bond

The Surety Company issuing bond shall be licensed to transact business in the State of Tennessee by the Tennessee Department of Commerce and Insurance. The bond shall have certified and current Power-of Attorney for the Surety's Attorney-in-Fact attached.

KNOW ALL BY THESE PRESENTS:

That we,

____

(Name of Protestor)

____

(Address of Protestor)

as the Party filing a protest of the State of Tennessee's determination(s) regarding a Request for Proposal (RFP) process, hereinafter called the Protestor, and

____

(Name of Surety)

____

(Address of Surety)

as Surety, hereinafter call the Surety, do hereby acknowledge ourselves indebted and securely bound and held unto the State of Tennessee as Obligee, hereinafter called the Obligee, and in the penal sum of

$____

(Dollar Amount of Bond)

good and lawful money of the United States of America, for the use and benefit of those entitled thereto, for the payment of which, well and truly to be made, we bind ourselves, our heirs, our administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

BUT THE CONDITION OF THE FOREGOING OBLIGATION OR BOND IS THIS:

WHEREAS, the Obligee has issued a Request for Proposal bearing the RFP Number:

(**24-011**)

AND, the Protestor, as an actual proposer to the RFP, claims to be aggrieved in connection with said RFP process;

AND, the signature of an attorney or the Protestor on a request for consideration, protest, motion, or other document constitutes a certificate by the signer that the signer has read such document, that to the best of the signer's knowledge, information, and belief formed after reasonable inquiry, it is well grounded in fact and is warranted by existing law or a good faith argument for the extension, modification or reversal of existing law, and that it is not interposed for any improper purpose, such as to harass, limit competition, or to cause unnecessary delay or needless increase in the cost of the procurement or of the litigation;

AND, neither a protest nor a stay of award shall proceed under the laws of the State of Tennessee unless the Protestor posts a protest bond, the Protestor does file this protest bond payable to the Obligee with a notice of protest regarding the subject RFP process;

AND, the Obligee shall hold the protest bond for at least eleven (11) calendar days after the date of the final determination on the protest by the head of the affected agency;

AND, if the Protestor appeals the affected agency head's determination on the protest to the Chancellor, in accordance with subsection Tennessee Code Annotated, § 12-4-109(a)(1)(E)(vii), the head of the agency shall hold said protest bond until instructed by the Chancellor as to its disposition.

NOW, THEREFORE, this obligation or bond shall remain in full force and effect conditioned upon a decision by the Chancellor that:

> A request for consideration, protest, pleading, motion, or other document is signed by an attorney or the Protestor, before or after appeal to the Chancellor, in violation of Tennessee Code Annotated, § 12-4-109(a)(1)(E)(ii);
>
> the Protestor has brought or pursued the protest in bad faith; or
>
> the Protestor's notice of protest does not state on its face a valid basis for protest.

In which case, this obligation or bond shall be immediately payable to the Obligee. Otherwise, this obligation or bond shall be null and void.

IN WITNESS WHEREOF, the Protestor has hereunto affixed its signature and Surety has hereunto caused to be affixed its corporate signature and seal, by its duly authorized officers,

On this __________________________ day of_______ _______________in the year________

WITNESS:

____
(Name of Protestor)

____
(Authorized Signature of Protestor)

____
(Name and Title of Signatory)

____
(Name of Surety)

____
(Signature of Attorney-in-Fact)

____
(Name of Attorney-in-Fact)

____
(Tennessee License Number of Surety

Vendor Product Accessibility Statement and Documentation

Purpose of Accessibility Statement

An effective Accessibility Statement includes several key components including:

- A clear statement of commitment to ensuring equal access for all users
- Required written documentation on the level of conformance with THEC/APSU accessibility standards
- Information for users with disabilities regarding product/service accessibility features and gaps
- A mechanism to allows users to provide accessibility feedback
- Links to resources (internal or external) that provide additional or related information

Key Components

Commitment Statement

- Emphasize commitment to ensuring the accessibility of the product/service.
- Note any ongoing efforts to monitor for and remediate accessibility issues as they are identified.

Required Documentation

1. Provide written documentation on
    a. how the product/service meets the THEC/APSU accessibility standards,
        i. WCAG 2.0 A&AA Guidelines/ISO/IEC 40500:2012
        ii. 508 Voluntary Product Accessibility Template (VPAT)
        iii. And EPUB3 Accessibility Guidelines (if applicable)
    b. any available accessibility testing results
        i. List any third-party agencies with whom you have worked to evaluate accessibility support
        ii. Describe any formal testing process you use to determine accessibility support
        iii. Indicate if you conduct user testing with persons with disabilities to verify accessibility support
    c. and include the Conformance and Remediation Form when standards conformance is not fully achieved to demonstrate vendor's planned roadmap to full conformance.
2. Provide links to any other internal accessibility documentation (e.g., accessibility information within general product documentation, FAQs, best practices, tutorials, case studies, or white papers).
    a. Note any other best practices or guidelines utilized during design and development (if applicable).

Product Usage Information for Users with Disabilities

- Describe any product features that may improve accessibility for users with disabilities including:
    - Accessibility-specific features (e.g. the ability to adjust font size and color/contrast settings for text or the availability of closed captions for videos)
    - General product features that may especially benefit users with disabilities (e.g. an 'HTML 5' mode optimized for mobile platforms that also improves keyboard-only navigation).
- Describe any high-impact product accessibility gaps along with suggested interim workarounds that allow users to complete key tasks until the gaps are resolved. For example, if a technical support website isn't compatible with screen readers used by the blind, appropriate interim workarounds might include:
    - Alternative business processes that bypass the accessibility barrier (e.g. providing phone-based support until the web-based support site is accessible)

    - Use of a third-party product to replace or supplement inaccessible product functions (e.g. indicating that users may submit or check the status of technical support tickets via email).
- Describe accessibility features provided by your communication channels (e.g. a deaf or hard-of-hearing user may contact you via a TTY line or access support personnel familiar with telephone relay services).

Feedback Mechanism

- Indicate whether you have specific resources devoted to handling accessibility questions/concerns and provide the contact information for these resources.
- Provide a specific mechanism for users to contact in order to:
    - Request accessibility-related assistance
    - Report accessibility problems
    - Request information in accessible alternate formats

Implementation Recommendations

Ensure that the Accessibility Statement is Easily Located on Company Website.

- Provide a hyperlink that points to the Accessibility Statement and meets the following criteria:
    - Descriptive (e.g. 'Accessibility' or 'Disability Access')
    - Prominently positioned (e.g. on the landing page, help/support page, and/or site map)
    - Easily identified (e.g. adequate text size and color/contrast, not the last link in a complex page)

Keep the Information in the Accessibility Statement and Documentation Current.

- Since accessibility support changes over time due to product updates, accessibility evaluations, and remediation activities, regularly review and update the Accessibility Statement so it remains up-to-date.
- Include a revision date for the Accessibility Statement so end users know whether the information is current.

Direct any questions or comments to the institutional Accessibility Liaison (berge@apsu.edu).

Accessibility Conformance and Remediation Form

Instructions

This form serves as means for auditors and vendors to document accessibility gaps associated with AIMT goods and to indicate plans for addressing these gaps in the future.

We ask that you complete the **form** provided on the next page as follows:

1. **Product/Vendor Information:** Provide the information requested
2. **Issue Description:** List each major accessibility issue for the product Including the following:
   - Gaps identified from the Accessibility Standards and Voluntary Product Accessibility Template (VPAT)
   - Gaps identified in other product support documentation
   - Gaps identified by a third-party accessibility evaluation report (if available)
3. **Current Status:** Enter one of the following values:
   - Open: The issue has not yet been resolved
   - Closed: The issue has already been resolved
   - I/P: The issue is currently under investigation
   - Other
4. **Disposition:** Enter one of the following values:
   - Planned: The issue will be resolved
   - Deferred: The issue will not be resolved
   - I/P: The issue is currently under investigation
   - Other
5. **Remediation Timeline:** Enter when you anticipate that the issue will be resolved
6. **Available Workarounds (for vendor only)**: Describe the business processes vendor will offer or third-party goods that should be considered to work around the issue until full remediation
7. **Comments (optional)**: Provide details/description regarding the issue
8. **Additional Information (optional)**: Provide any additional discussion regarding accessibility plans

Vendor/Product Information

Vendor Name	
Product Name	
Product Version	
Completion Date	
Contact Name/Title	
Contact Email/Phone	

Specific Issues

Issue Description	Current Status (Open, Closed, I/P)	Disposition (Planned, Deferred, I/P)	Remediation Timeline	Available Workarounds	Comments
Images on the landing page lack equivalent alternate text	Open	Planned	Q3, 2015 release (v1.2)		Functional images will receive descriptive alternate text; decorative images will receive null alternate text.

Additional Information:

Proposer to list any and all exceptions to the Pro Forma agreement.

Exception 1.	
APSU Pro Forma Contract Section	
Proposers Response:	

Exception 2.	
APSU Pro Forma Contract Section	
Proposers Response:	

Exception 3.	
APSU Pro Forma Contract Section	
Proposers Response:	

Exception 4.	
APSU Pro Forma Contract Section	
Proposers Response:	

Exception 5.	
APSU Pro Forma Contract Section	
Proposers Response:	

Exception 5.	
APSU Pro Forma Contract Section	
Proposers Response:	

Exception 5.	

APSU Pro Forma Contract Section	
Proposers Response:	

ATTACHMENT 6.12

Proposer Checklist for Prevention of Common RFP Mistakes that lead to Proposal Rejection

1. Attachment 6.5 – Mandatory Requirements: MUST BE PROVIDED IN FORMAT REQUESTED

   STATED BY EACH REQUIREMENT:

   ☐ Signed and dated "Proposal Transmittal and Statement of Certifications and Assurances" form (Attachment 6.3 / §A.1)

   ☐ Statement regarding Conflict of Interest (Attachment 6.4 / §A.2)

   ☐ Bank Reference (Attachment 6.4 / §A.3)
   - Letter Format on bank letterhead
   - Signed within last three (3) months by authorized representative of bank

   Positive Credit Verification (Attachment 6.4 / §A.4):

   ☐ Two (2) positive credit references
   - Letter Format
   - Prepared and signed within last three (3) months by vendors with whom Proposer has done business

   AND Provide EITHER (Attachment 6.4 / §A.5):

   ☐ Official document or letter from accredited credit bureau within last three (3) months. (Not Acceptable: Marketing materials which state credit rating.)

   OR

   ☐ Dun & Bradstreet Credit eValuator Plus Report, verified and dated within last three (3) months

   ☐ Completed Minority/Ethnicity Form (Attachment 6.4 / §A.6)

   ☐ Current Certificate of Insurance with RFP (Attachment 6.4 / §A.7)
   - Acknowledgement:
   - If Proposer does not have required insurance limits at time of submission, Proposer must still submit valid and current insurance certificate showing then current limits. If needed, the , successful Proposer will submit certificate with required limits prior to APSU awarding the contract.

2. Submission of Proposal

   ☐ On-Time Submittal (§§1.9, 2)
   - Deadline is specified in Section 2 – Schedule of Events- submit both the Technical Proposal and Cost Proposal separately sealed ((§3.1)
   - Late Proposals will be IMMEDIATELY DISQUALIFIED

   ☐ **NO Cost Data** of **ANY** type (required cost or optional cost) in Technical Proposal (§§3.21, 3.3)
   - **Including ANY costs in Technical Proposal may result in IMMEDIATE DISQUALIFICATION**

   ☐ A proposer may not submit alternate proposals unless requested and must not submit one proposal as the prime contractor and another as a sub-contractor

   ☐ Correct Format (§3):

   ☐ One (1) Electronic Technical Proposal (§3.1.2) - Passworded

   ☐ One (1) Electronic Cost Proposal (§3.1.2) - Passworded

   ☐ Signatures on Costs and Technical Proposals (§3.2.7)

3. Pro Forma Agreement

   ☐ Review any "Comments" to the Pro Forma Agreement (Attachment 6.13)

   *** This checklist does not represent either a complete list of, or replacement for, the mandatory requirements listed in the RFP. This checklist is ONLY A TOOL meant to assist in the prevention of disqualification.**

**** Please also note that notations on proposals that materials submitted be kept confidential will not be honored. All bid documents and contracts become public records.**