



Request For Proposal Procedures

SECTION 1: OVERVIEW

1.1 What is a Request for Proposal (RFP)?

A RFP is a method of solicitation used when, it has been determined that giving suppliers the flexibility in proposing the solution for providing a commodity or service, the end result will be in the organization's best interest. Vendor responses to RFPs are evaluated on technical merit as well as cost and an award is made based on the quality of their proposal and the weight of the criteria assigned. An RFP should not be confused with an Invitation to Bid (ITB) or a Request for Quotation (RFQ) which only consider cost in making an award.

It should be noted that the entire RFP process will take several weeks from the issuance of the RFP, to the award of the contract, based upon the complexity of the requirements and evaluation process. The Evaluation Team must be willing to commit the time and continuous effort for a timely completion and a successful project.

1.2 Why is this method being used for this procurement?

If a procurement exceeds the small bid limit as defined in PA State Procurement Code, Act 57, and a sole source is not justified indicating that only one supplier can provide the product or service, nor is the product or service available on any state contracts; therefore, a competitive solicitation process must be followed. The RFP process is beneficial in providing the owners with additional information from potential contractors and suppliers that can assist in making an informed decision.

*Note: To Comply with Act 57 and PASSHE Policy, a **RFP Justification** document must be completed and submitted to the current Procurement Services Manager for determination whether the RFP process is appropriate. (See Attachment A- RFP Justification Form)*

1.3 What is the process for initiating a RFP at KU?

The requesting department contacts the Procurement Services Office concerning the purchase of the product or service you are interested in and to explore the best method of meeting your needs. If it is determined that a RFP is appropriate method of solicitation an evaluation committee is formed. The lead person requesting the procurement is typically appointed as the Chairperson for the RFP Evaluation Team (RET). The Chairperson will be responsible for coordinating the RET through the entire process under the guidance of the Procurement Services Office.

SECTION 2: ROLES AND RESPONSIBILITIES:

2.1 Procurement Services Office – roles and responsibilities:

2.1.1 RFP Development:

- a. Procurement Services assists the requesting departments in the development of a RFP that is technically complete and meets the needs of the university, and State System legal requirements.
- b. Procurement Services will provide a RFP template to the RET (*See Attachment B- RFP Template*)
- c. Procurement Services will review the Statement of Work and requirements for its completeness, and recommend any revisions.
- d. Procurement Services will provide the RET an Evaluation form template for their modification and use. The RET will submit their revised form to Procurement Services for review. The Procurement Services Agent (PSA) will review the Evaluation form developed for completeness, and recommend any revisions. (*See Attachment C-Evaluation Sample*)
- e. The PSA assigned to the project will assist the RFP Committee Chairperson through the process. However, they are not a part of the Evaluation Team. The PSA is independent of the team and is assigned to assist the ET with the overall processes in the development, solicitation, evaluation, award and contracting for the commodity or service being purchased.

2.1.2 RFP Advertisement, Issuance and Award

- a. A procurement team member participates in any initial evaluation team meetings prior to RFP issuance and any required pre-proposal conferences included as part of the RFP process.
- b. PSA is the sole point of contact between the University and any outside suppliers during the RFP process.
- c. PSA will gather any and all questions submitted by suppliers, present them to the RET for responses, and distribute the responses to all suppliers for incorporation into their proposals.
- d. PSA is the sole point of contact for processing any RET requested clarifications to potential suppliers if required
- e. The Procurement Services will receive, log in, and distribute all proposals to the RET for review and evaluation
- f. The PSA will attend any RET evaluation meetings, product demos, etc. as requested.
- g. The RET will provide the PSA with the results of their Technical Proposal evaluations.
- h. PSA will analyze the cost submittals to determine supplier scoring based on the point percent weight allotted for costs by the Evaluation Team.
- i. The Cost Proposal points are added in with the technical points to determine the overall score for the submittals.
- j. The PSA is responsible for any and all negotiations with suppliers.
- k. The PSA also has the responsibility of decision to accept, or to reject all proposals when it is in the best interest of the Commonwealth.
- l. The PSA will officially notify the selected and unsuccessful proposers of the contract award.

2.2 RFP Evaluation Team (RET)

2.2.1 Who is on the Team?

- a. The RET is normally comprised of three to five university representatives that have knowledge, experience, or who will be end users of the product or service to be procured. A person who is not an employee of the Pennsylvania State System of Higher Education (PASSHE) may not serve on the team.
- b. The Comptroller, or his/her designee, should be invited to participate in the evaluation as a nonvoting member.
- c. The person who initiated the procurement is typically assigned the duties and responsibilities of the Chairperson for the RET.
- d. RET members cannot have any type of conflict of interest in this process and must agree to and sign the RFP Statement of Compliance form. (*See Attachment D Statement of Compliance Form*)
- e. An individual that has a conflict of interest and/or is unwilling or unable to agree to the confidentiality statement cannot serve on the RET.
- f. The form must be completed and on file in the PSO prior to participating in any part of the RFP process.

2.2.2 RFP Committee Chairperson responsibilities:

- a. Chairperson sends a written request to Procurement Services via email or hardcopy confirming the need to make the purchase, and briefly describes the product and or service they wish to purchase.
- b. A **RFP Justification Form** needs to be completed, signed and on file in the Procurement Services Office before the project can move forward
- c. An estimated cost should also be determined.
- d. The Chair must confirm that the funding source and availability of funds for this purchase has been identified, and reflect the appropriate management approval of the requesting organization, prior to a RFP being issued.
- e. The Chairperson must decide on the composition of the RFP Evaluation Team (RFP), identify and name participants for the team.
- f. The Chair needs to ensure that all members of the RET complete and sign a Confidentiality Statement (CS). All fully executed CS forms need to be submitted to the Procurement Services Office prior to any team meetings.
- g. The Chairperson of the RET is responsible for coordinating all evaluation team meetings.
- h. The PSA will provide the RET Chair an evaluation template that will need to be modified to meet the needs of the current RFP. The modified evaluation form must be submitted to the PSA assigned for their review and approval prior to the RFP proposal due date.

2.2.3 Chief Functions of the RET:

- a. Draft the Statement of Work (SOW) for the products and/or services being procured. This should include specific mandatory requirements.
- b. Establish the criteria for selection for the proposals. (*See Attachment C – sample evaluation form*)
- c. Provide a minimum of three (3) to four (4) potential suppliers capable of providing the service.
- d. Establish a checklist that will be used when reviewing RFPs. This should assist identifying the mandatory requirements and assure qualitative evaluation criteria contained in the RFP have been reflected.
- e. Reviewing, modifying, and approving RFP drafts prior to their issuance.

- f. Screen all proposals to determine which of them meet mandatory requirements. The proposals should not be disclosed or discussed with anyone, including other Commonwealth employees, except Procurement Services, University Legal Counsel or the University Comptroller.
- g. Evaluate remaining proposals and rank them in order of merit based on evaluation criteria as contained in the RFP.
- h. Recommend proposal selection.
- i. Support any required contract negotiations by the Procurement Services Office as the subject matter experts.

SECTION 3: RFP Evaluation Procedures

3.1 Evaluate RFP Requirements :

- 3.1.1** An evaluation checklist developed by the RET should be used for the preliminary evaluation to reduce the subjective factor and to ensure each rater applies reasonably consistent judgment to each proposal with respect to all other proposals and raters.
- 3.1.2** If a proposal fails to address one or more RFP mandatory requirements or responds to them incompletely, it should not be evaluated under Step 2 of this procedure. Reasons for the rejection of a proposal should be completely documented in writing so the proposer can be debriefed, if necessary.
- 3.1.3 Preliminary Evaluation:**
 - a. The Preliminary Evaluation is an evaluation of the only the Technical Proposal portion of the vendors RFP response and is based on the technical criteria listed in the RFP. The purpose of the preliminary evaluation is to rank in order of merit the proposals that meet the RFP requirements.
 - b. The results of this preliminary evaluation typically will result in the development of a short list of vendors qualified for further evaluation.
- 3.1.4 Discussions for Clarification:**
 - a. Procurement Services is the single point of contact for all vendor contact during the RFP process.
 - b. The RET may request that the PSA contact vendors for clarification of their proposals to assure full understanding of their proposal and their responsiveness to the RFP.
 - c. Each vendor contacted will be requested to address in writing those specific paragraphs or sections of the proposal needing clarification.
- 3.1.5 Cost Evaluation:** PSA will facilitate and assign cost scores, based upon the percent weight pre-established by the RFP Evaluation Team.
- 3.1.6 Best and Final Offers** –The RFP Evaluation Team may request the Procurement Services Agent to contact responsible proposers to invite them to discuss the technical and cost proposal, and any possible alternatives. Discussions for the purpose of obtaining “Best and Final Offers” may be conducted with Responsible Proposers to the extent as provided in the RFP.

The Team Chairman or designated members may lead the discussions, however Procurement Services must be present at all meetings (conference calls, etc). All Team members should be present.

Discussions are limited to:

- a. Responsible proposers (those who have the capability in all respects to fully perform the contract requirements and the integrity and reliability which assure good faith performance).
- b. Proposers who submit proposals determined to be reasonably considered of being selected for award.
- c. In conducting the discussions, there shall be no disclosure of any information derived from proposals submitted by competing proposers.
- d. It is imperative that proposers must be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals.
- e. At the conclusion of the discussion or request, the proposer will be asked to confirm any revisions, in writing, as a “Best and Final” proposal, formally amending their original proposal.

3.1.7 Final Evaluation. Based on the final Evaluation Team scores, utilizing all the evaluation factors, proposers will be ranked according to the total score assigned to each, in descending order. The proposer with the highest score is normally recommended for award. The Team Recommendation will be provided to the Procurement Services Office, and all evaluation sheets are to be handed in. The proposals shall be kept confidential by all concerned even after the Procurement Services Offices issues the Intent to Award.

SECTION 4: ESTIMATED RFP TIMELINE

- RFP Committee member selection, Week 1
- Meeting of committee, Week 1
- Create first draft of RFP, Week 1–3
- Review final draft of RFP with committee, Week 4
- Issue RFP, Week 4–5 (allowing approximately 4 weeks for response)
- Pre-proposal conference scheduled (if deemed necessary, or until cut-off date for questions , Week 6
- Addendum issued responding to questions, if necessary, Week 7
- Receipt of proposals, Week 8
- Proposals to committee, Week 8
- Committee preliminary tech scores of completed Week 9
- Request for Clarifications, Scheduled Presentations, if necessary, Week 10–11
- Final Evaluations, including Best & Final requests Week 12–14
- Contractor Selection, Week 14
- Contract issued for review and signatures , Week 15
- Final contract submitted for Legal approval Week 20 >\$50,000
- Contract over (>\$500,000)* Week 24

***Note:**

- Contracts with a value of greater than \$20,000 require the Office of Attorney General approval.
- Contracts greater than \$50,000 require the Office of General Counsel approval.
- Both offices require approximately thirty calendar days to process contracts.

SECTION 5: REFERENCED ATTACHMENTS

- *ATTACHMENT A- RFP JUSTIFICATION FORM*
- *ATTACHMENT B- SAMPLE REQUEST FOR PROPOSAL TEMPLATE*
- *ATTACHMENT C - SAMPLE EVALUATION CRITERIA FORM*
- *ATTACHMENT D- RFP COMPLIANCE FORM*
- *ATTACHMENT E – RFP EVALUATION TEAM CHECKLIST*



ATTACHMENT A RFP JUSTIFICATION FORM

To be utilized by the University issuing office when it is required to disclose the justification for use of the competitive sealed proposals (RFP) versus the competitive sealed bids (IFB) method of procurement. An RFP method of procurement is typically used when the issuing office determines that competitive sealed bidding is neither practical nor advantageous to the University. Commonly, the RFP method is used when flexibility is desired in the proposed terms of the supplies or services needed.

Complete the following information:

Date: _____

Issuing Office Contact: _____

Email: _____

Telephone: _____

Project/Contract Title: _____

Solicitation No.: _____

The use of competitive sealed bidding is not practical for the University to award this contract because (check all that apply):

- The University is seeking a supplier's solution to a department's need.
- The University wants to provide offerors with flexibility in the contents of their proposals in terms of materials, services, or construction offered.
- The scope/statement of work/specifications lack sufficient clarity and specificity in terms of a detailed procurement description to enable submission of definitive bids.

The use of competitive sealed bidding is not advantageous for the University to award this contract because (check all that apply):

- The University wants to consider criteria other than price in the award process, in particular, criteria that are subjective in nature, such as:
 - Supplier qualifications, experience, and financial capability.
 - Service and delivery capability.
 - Other _____

It is not in the University's best interest to use competitive sealed bidding. Explain:

(Sample Explanation)

The procurement exceeds the no bid threshold, and there is no justification that only one supplier can provide the services. Therefore, a competitive procurement process must be followed.

Because the decision to choose a consultant depends so heavily on the quality of the service, it was determined that the RFP process would be more appropriate than a sealed bidding process based solely on cost. The RFP process is also beneficial in providing the University with information from the offerors, such as implementation, technical architecture, conversion, project management, and training strategies.]

ATTACHMENT B RFP TEMPLATE

Commonwealth of Pennsylvania
State System of Higher Education
Kutztown University



KURFP-xxx

xxxx _____ Services

Issue date: _____

Proposals Due:

**_____
2:00 PM**

ATTACHMENT B RFP TEMPLATE

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SECTION 1

GENERAL INFORMATION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified companies to provide (provide brief description) per requirements outlined in Section 4.

1.2 Scope of RFP

This Request for Proposal (RFP) contains instructions governing the response to be submitted and the material to be included in the Contractor's response; a description of the service to be provided; selection criteria; and other requirements, which must be met by the Provider to be eligible for consideration. The Pennsylvania State System of Higher Education encourages responses from small firms, minority firms, women owned firms, and firms which have not previously worked for the System.

1.4 Issuing Office

The Purchasing Department of Kutztown University is the issuing office for this document and all subsequent addenda relating to it. The Purchasing Department is the sole point of contact with regard to all procurement and contractual matters relating to the requirements described herein. All communications regarding this RFP should be addressed to:

Kutztown University
Anise Freeman, Purchasing Agent
PO Box 730, Kutztown, PA 19530
phone: 610.683.4774 fax: 610.683.4836
e-mail: afreeman@kutztown.edu

1.5 Issue Date

This Request for Proposal is being electronically issued: _____

1.6 PERTINENT DATES:

Questions: Questions will be accepted on PASSHE's eProcurement Exchange **through 12pm, 2015 01**. All responses to any questions will be posted on the eProcurement Exchange, along with any addendum.

Response Date: Proposals must be submitted utilizing PASSHE's eProcurement Exchange **on or before 3 pm, 2015**.
Late submissions cannot be accepted.

ATTACHMENT B RFP TEMPLATE

1.7 PROPOSAL SUBMISSIONS: To be considered, responses must be submitted using the format provided in the Section 2 titled, "Information Required". Proposals must be uploaded to PASSHE's eProcurement Exchange (<https://www.ebidexchange.com/PASSHE>). Proposals must be signed by an official authorized to bind the contractor to its provisions. The proposal must be valid for at least **90** days. Contents of the successful bidder's proposal will become contractual obligations with the University.

1.8 COST DATA: All applicable cost data must be in a separate document from the bidder's technical proposal. Costs will be reviewed only after the University has completed its review of the proposal. It should be noted that costs may not necessarily be the sole determining factor in Provider selection or contract award.

1.9 Cancellation of the RFP

The University may cancel or withdraw a Request for Proposal in whole or in part at any time prior to award of a contract.

1.10 Oral Presentations

Contractors *may* be requested to make an oral presentation of their proposal to the University. The purpose of such a presentation will be to clarify the Contractor's proposal to insure a thorough understanding of the project. This will be scheduled only if deemed necessary, and at no cost to the University. The University may, however, award the contract or determine finalists without benefit of an oral presentation.

1.11 Rejection of Proposals

The University reserves the right to reject any and all responses received as a result of this RFP, or to negotiate with any or all responding contractors.

1.12 Amendment or Withdrawal of Proposals

A proposal may be amended and/or withdrawn by a Provider through the eProcurement system prior to the due date.

1.13 Disclosure Of Proposal Contents All responses and materials submitted with proposals become the property of Kutztown University and may be returned only at the University's discretion. Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (a) under the provisions of any Commonwealth or United States statute or regulation; or (b) by rule or order of any court of competent jurisdiction. Proposals submitted to the University may be reviewed and evaluated by any person other than competing contractors at the discretion of the University. The University has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right. However, material of a proprietary nature will not be disclosed beyond University and System representatives, unless required by law. Pricing information cannot be considered proprietary.

Please be advised that effective January 1, 2009, all responses to this procurement opportunity are subject to the Pennsylvania Right-to-Know Law, 65 P.S. §67.101 et seq., (Act 3 of 2008). The Right-to-Know Law permits any requestor to inspect and/or copy any record prepared and maintained or received in the course of the operation of a public office or agency that is not subject to the enumerated exceptions under the law.

If your response to the procurement opportunity contains a trade secret or confidential proprietary information, you should include with your response a separate signed written statement to that effect. Should your response become the subject of a Pennsylvania Right-to-Know Law request, you will be notified by the procurement office to identify all trade secrets or confidential and proprietary information that is included in your response. This information may be exempt from disclosure in the agency response to a request.

1.14 Award

The University shall, at its sole discretion, award the project to the Supplier whose proposal best meets the University's needs.

1.15 Best and Final Offers

To obtain best and final offers from Contractor s whose proposals are determined by the University to be reasonably considered for an award, the University may, at its sole discretion (a) enter into discussions; (b) schedule oral presentations; and (c) request revised proposals.

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1.16 Prime Provider Responsibilities

The selected Provider will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, the University will consider the selected Contractor to be the sole point of contact with regard to contractual matters.

1.17 Inclusion of other PASSHE Universities. Any services described above and purchased by the specified University is this RFP may also be procured by any other university that is part of the Pennsylvania State System of Higher Education ("PASSHE"), including the Dixon University Center (Office of the Chancellor) and the interested contractor agrees to supply these services to those universities on the same terms and conditions. To the extent that other universities procure from the awarded contract, they assume the liability for payment to the successful vendor.

ATTACHMENT B RFP TEMPLATE

1.18 Negotiation Of Fees. Negotiation of fees will be required only from vendor(s) chosen by the Selection Committee, based on the selection criteria cited in this RFP. Should negotiations fail with the selected vendor(s), the University shall move to the next selected vendor. The University reserves the right to conduct discussions with vendors, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, the University will not disclose and information derived from proposals submitted, or from discussions with other vendors.

1.19 News Releases. News releases pertaining to the selection of the vendor shall not be made without prior written permission of the Issuing Office.

1.20 Debriefing On Unsuccessful Proposals. If a selection letter is not received within 120 days of the RFP closing date (or any written extension thereof), the vendor may assume that they were not awarded a contract. Upon written request, the vendor can be debriefed (verbally) as to the basis for their non-selection. Requests for verbal debriefing must be made in writing to the attention of the "point of contact" person within 150 days after the closing date cited for receipt of responses to the RFP. The University will set the time and location of the debriefing.

1.19 Provider Representations And Authorizations.

Each Contractor by submitting its proposal understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the Contractor in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement shall be treated as fraudulent concealment from the Issuing Office of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.
- b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Contractor or potential Contractor .
- c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a Contractor , and they will not be disclosed on or before the proposal submission deadline specified in this solicitation.
- d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. The Contractor has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.
- g. Each Contractor , by submitting its proposal, authorizes all Commonwealth agencies to release to the Commonwealth information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.

1.20 Type Of Contract And Obligations.

If a contract is entered into as a result of this RFP, it will be a standard Pennsylvania State System of Higher Education Service Purchase Contract, and will contain the Standard Contract Terms and Conditions shown in Appendix II. The University may in its sole discretion undertake negotiations with contractors whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work.

University may wish to enter into a contract with Contractor to provide these services **based upon the estimated time period required to complete these services**. The decision of the initial contract term length shall be at University's sole discretion.

The RFP, addenda, other agreed upon modifications, and the proposal submitted by the successful Contractor shall be incorporated into the contract agreements signed by the successful contractor, Kutztown University, and legal representatives of the State System of Higher Education, and the Commonwealth of Pennsylvania. Contractor will identify which, if any, of the terms and conditions contained in Appendix II it objects to, and must state specific clauses to which the Contractor takes exception, and propose alternative terms or conditions, as appropriate. Contractors should be aware, however, proposals that are contingent upon any changes to these optional terms and conditions may be at a competitive disadvantage in the proposal evaluation process. Contractor's failure to object or to request additions will result in its waiving its right to do so later, but the University may consider late objections and addition requests if it is in the best interest of the University to do so.

ATTACHMENT B RFP TEMPLATE

Estimated time frame in which the University completes evaluations, and selects a successful vendor is approximately 30 days after the closing date for receipt of proposals. Up to an additional thirty days (30) days is necessary for PASSHE and legal approvals on the award after the agreement is signed by the Contractor and returned to the University. A Notice to Proceed will be issued after approval signatures are received from the Pennsylvania State System of Higher Education (PASSHE) and legal representatives.

1.23 Definitions

- a. The reference terms of Contractor, Vendor, Supplier, or Company may be used interchangeably throughout this RRP.
- b. **Must, Required, Shall** – Requirement must be met in order for the proposal to be considered.
- c. **Desired, Should** – These issues are important and can impact the award decision significantly.
- d. **Optional, May** – Preferred issues, but not essential for consideration or award

SECTION 2 INFORMATION REQUIRED

The Supplier's proposal must be submitted in the format, as outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. The Supplier should provide any other information thought to be relevant, but not applicable to the enumerated categories.

The University reserves the right to request additional information which, in the University's opinion, is necessary to assure that the Contractor's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the contract.

The University may make such investigations as deemed necessary to determine the ability of the Supplier to perform the work. The Supplier shall furnish to the University all such information and data for this purpose as requested by the University. The University reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Supplier fails to satisfy the University that such Supplier is properly qualified to carry out the obligations of the agreement and to complete the work specified.

2.1 **Letter Of Transmittal And Management Summary.** The letter of transmittal should include an introduction of the Contractor's company, the name, address, Federal EIN or SSN, telephone number, fax number, and e-mail address and signature of the person to be contacted along with others who are authorized to represent the company in dealing with this RFP. The management summary portion should reflect the Contractor's understanding of the services desired and its ability to meet the requirements of this RFP, describe the Contractor's approach to the proposal and clearly indicate any options or alternatives. It should also indicate any major requirements that cannot be met by the Contractor.

2.2 **WORK PLAN:** Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in Section 4 of this Request For Proposal as your reference point. Modifications of the task descriptions are permitted. However, reasons for changes should be fully explained. If more than one approach is apparent, comment on why you chose this approach.

2.3 **PRIOR EXPERIENCE:** The Vendor should describe their experience in providing the service as specified and provide a complete list of educational institutions and corporations that received the Vendor's services. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Services or projects referred to should be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

2.4 **PERSONNEL:** Include the estimated number of professional personnel, consultants, and technicians who will be engaged in the work, describing experience level, of each individual, and the responsibilities each will have in this project/service. Identify subcontractors you intent to use and the services they will perform.

2.5 **REFERENCES:** The Vendor shall provide a list of at least three (3) different clients for whom the Vendor has provided similar services, **preferably in a higher education institution setting. References must be from colleges or universities***(this wording is optional depending on the service you are requesting)*, and should be identified with the name of the customer shown, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

2.6 ADDITIONAL INFORMATION

The Vendor should include any additional information pertinent to their capabilities and experience in their proposal.

2.5 **Cost Proposal.** Contractor's cost proposal shall include all related costs for undertaking this service.

2.6 **Attachments.** The following attachments are to included in this RFP:ed with the proposal:

- a. **APPENDIX I -Vendor Information and Reference Authorization Checks (PLEASE COMPLETE AND RETURN WITH YOUR SUBMITTED PROPOSAL**

ATTACHMENT B RFP TEMPLATE

- b. APPENDIX II- SAMPLE CONTRACT
- c. APPENDIX III- Ebid Instructions

SECTION 3

CRITERIA FOR SELECTION

3.1 Mandatory Responsiveness Requirements.

To be eligible for selection, a proposal must be (a) timely received from the contractor in the eProcurement system; (b) properly authenticated by the Contractor and (c) contain the required information and cost data. Also, remember that all cost data must be in separate file from the technical information.

3.2 Selection and Evaluation Process. Proposals will be reviewed and evaluated by a committee of qualified personnel selected by the University. This committee will recommend for selection the proposal which most closely meets the requirements of the RFP and satisfies University needs.

Proposals will be evaluated on the basis of the criteria outlined in the RFP. The proposal evaluation process involves the review of a proposals received in response to the RFP to ensure that each proposal meets the mandatory requirements. Proposals which have been determined to have not met the mandatory requirements are excluded from any further consideration. The selected proposals will then be reviewed further to determine the vendor which best fits the University's needs. Negotiations will be undertaken with the contractor (s) whose proposal shows that they are qualified, responsible, and capable of performing the work.

The University reserves the right to request additional information which, in the University's opinion, is necessary to assure that the contractor's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the contract.

The University may make such investigations as deemed necessary to determine the ability of the contractor to perform the work, and the contractor shall furnish to the University all such information and data for this purpose as requested by the University. The University reserves the right to reject any proposal if the evidence submitted by, or investigation of, such contractor fails to satisfy the University that such contractor is properly qualified to carry out the obligations of the agreement and to complete the work specified.

3.4 Selection Criteria. Proposals will be evaluated by the Selection Committee using the following criteria, the order of which is not indicative of their weight or importance: (below is the generic criteria; more others can be specified, depending on the critical aspects of the requirements.

a. Understanding University Requirements: This refers to the contractor's understanding of the University needs that generated the RFP, of the agency's objectives in asking for the services or undertaking the study, and of the nature and scope of the work involved.

b. Contractor Qualifications and Experience: This refers to the ability of the contractor to meet the terms of the RFP, and the quality, and relevancy of similar services provided by completed by the contractor, including the contractor's financial ability to undertake a project of this size.

c. References: Relevant previous experience of providing services rendered within the last two years, preferably with higher education institutions. Supply at least three (3) references of customers that you currently are providing similar services. Customers referred to should include the name of the client, the name of the contact person(s), with address and their telephone number.

e. Interview/oral presentation: this may be scheduled at the discretion of the Evaluation Committee, and as deemed necessary for review of final candidates.

f. Fee structure or costs: Fee structure and or costs for the appropriate services will also be considered in the evaluation, but is not the sole determining factor.

SECTION 4

UNIVERSITY REQUIREMENTS /SCOPE OF WORK

INSERT BACKGROUND INFORMATION AND/OR REQUIREMENTS/SPECIFICATIONS.

ATTACHMENT B RFP TEMPLATE

SECTION 5 COST PROPOSAL INSTRUCTIONS

5.1 General Information: As previously stated, Contractors will not only be evaluated on the overall cost of providing the requested service, but also on their ability to meet the needs of the University and the stated requirements in this RFP. The cost submittal must be placed in a separate electronic file from the technical proposal when submitting your response in the Ebid system (if submitting in a zip file, you can include both of these separate documents in the one zip file).

5.2 Cost Proposal Instructions

Contractor to provide pricing breakout information in the following format: ***(PROVIDE THE TYPE OF COST STRUCTURE YOU WANT, PERHAPS BASED UPON THE COMPONENTS OF YOUR REQUIREMENTS; EX FLAT FEES, HOURLY RATES?, TRAVEL EXPENSES?)***

ATTACHMENT C - SAMPLE RFP EVALUATION FORM

DATE:

EVALUATED BY:

**WEIGHT PERCENTS ARE EXAMPLES ONLY;
EVALUATION MAY ADJUST TECH % WTS BASED
UPON THE CRITICAL TECH CRITERIA**

	<u>SUPPLIER</u>		
<u>TECHNICAL CRITERIA (60% OF TOTAL)</u>			
1.UNDERSTANDING UNIVERSITY REQUIREMENTS 0 - ? POINTS			
2.CONTRACTOR QUALIFICATIONS 0-?POINTS			
3.EXPERIENCE & REFERENCES 0-25 POINTS			
4. QUALIFICATIONS OF PERSONNEL 0-? Points			
5. ABILITY TO SERVICE CONTRACT/MEET SCHEDULE (0-?POINTS)			
TECHNICAL POINT TOTAL: (0 to 100-cannot exceed 100 points)			

<u>FEE STRUCTURE/COSTS (40% OF TOTAL)</u> <u>PROCUREMENT SERVICES TO CALCULATE</u>			
Scoring Criteria: Lowest total cost=100; higher scores based incremental % compared to lowest proposed cost			



ATTACHMENT D
STATEMENT of COMPLIANCE
KUTZTOWN UNIVERSITY

Attention RFP Evaluation Team Members: As a member of an RFP Evaluation Committee formed by the University for the procurement identified below, or as an advisor to the RFP Committee, you are required to sign below indicating that you have read and understood the contents of this Statement of Compliance. Unauthorized sharing of information may have the result of giving an offeror an unfair advantage over another offeror and thereby render the process invalid. Any persons who divulge such information may be subject to disciplinary action.

RFP#: RFP Name:

University:

Name: Phone:

Title: Fax:

Email: Date:

Conflict of Interest Statement

To ensure a fair procurement process and to guard against protest by unsuccessful proposers, I have carefully evaluated my position with regard to possible conflict of interest. I certify that I am not aware of any issue which would reduce my ability to participate on the evaluation team in an unbiased and objective matter, or which would place me in a position of real or apparent conflict of interest between my responsibilities as a member of the evaluation team and other interests. In making this certification, I have considered all financial interests and employment arrangements (past, present, or under consideration.) Conflict of Interest includes any relationships or any biases that I or any member of my family may have with suppliers who may submit a proposal.

- Yes, I have a conflict of interest No, I do not have a conflict of interest

Confidentiality Statement

In anticipation of my participation in the evaluation process used to evaluate proposals, I certify that I will not disclose any information about the evaluation of this RFP during the proceedings of the evaluation process or at any subsequent time, to anyone who is not also authorized access to the information by law or regulation. This includes any information pertaining to any and all aspects of the RFP (which has not already been made available to the public or all interested offerors) including but not limited to: the contents of offerors' proposals, the scoring method, points allotted, evaluator scores, costs, or any other confidential information regarding the RFP process.

- Yes No

- Yes No I certify that I am an employee of the Pennsylvania State System of Higher Education.

Signature: Date:

Please complete this form, print and sign it, and return it via email to the Procurement Services Office.

ATTACHMENT E -
RFP Evaluation Team Checklist

<u>Item #</u>	<u>Task</u>	<u>Status</u>
1	Prepare a RFP Justification Form	_____
2	Prepare a Draft RFP: The RFP Evaluation team must develop the Technical Requirements for the project. This must include a detailed description of the Supplies, Services or Construction to be Contracted for and should include the objectives to be achieved by the work, specific tasks, and any Special Requirements that a proposer must submit.	_____
3	Develop the desired format for the Cost Proposal section of the RFP....lump sum, unit price, etc.	_____
4	Provide Procurement Services a Vendor Base of at least three (3) qualified vendors able to supply the product or service	_____
5	Prepare a List of University Personnel to be invited to participate on the RFP Evaluation Team (RET)	_____
6	Obtain signed Contract Compliance forms from each RET participant.	_____
7	Determine if a Pre-Proposal Conference meeting is required for the RFP process.	_____
8	Read Evaluation Instructions and develop the Criteria for Selection to be used in the Evaluation, including both Mandatory and Preferred Criteria.	_____
9	Submit the Technical Requirements, Criteria for Selection and Pre-Proposal meeting requirements to Procurement Services	_____
10	Procurement Services to handle preparation of formal RFP document and will submit to RET Chair for final approval.	_____
11	RFP is advertised and proposals received by Procurement Services Office.	_____
12	Schedule a meeting for the RET to distribute RFP Technical Requirement responses and discuss timeline for evaluating proposals.	_____
13	RET evaluates proposals, sets up a RET meeting to discuss Technical Proposal scoring	_____
14	Give Technical Evaluation Results to Procurement Services	_____
15	Determine if, when, and which proposers are to be given an Oral Presentation	_____
16	If deemed necessary by RET, Oral Presentations are schedule, conducted, and evaluated by RET.	_____
17	Procurement Services will score Cost Proposals	_____
18	Procurement Services will calculate the Total Scores (includes Tech, Presentation & Cost Results)	_____
19	Highest Score Contractor selected	_____
20	Return ALL RFP Materials and Responses to the Procurement Services Office	_____
21	Determine the length, start/end date for the contract	_____
22	Enter a Purchase Requisition online	_____
23	Procurement Services will develop and issue contract for services.	_____