

Solicitation Q0010087

RFP for a Virtual Application Solution

Bid designation: Public



Utah Valley University

Bid Q0010087

RFP for a Virtual Application Solution

Bid Number Q0010087
Bid Title RFP for a Virtual Application Solution

Bid Start Date Dec 10, 2012 3:04:44 PM MST
Bid End Date Jan 16, 2013 2:00:00 PM MST
Question & Answer End Date Jan 2, 2013 2:00:00 PM MST

Bid Contact Brandon Thomas
Associate Director - Purchasing Operations
Procurement Services

Contract Duration One Time Purchase
Contract Renewal Not Applicable
Prices Good for 30 days

Bid Comments The purpose of this Request for Proposal (RFP) is to solicit proposals to enter into a contract with a qualified supplier to obtain LED video and message displays and other various displays/systems relating to sporting and entertainment venues for Utah Valley University, hereafter referred to as the "University". The University is examining several alternatives of providing this product and may decide, after reviewing proposals submitted, not to enter into any agreement.

The attached document constitutes a Request for Proposal (RFP), via competitive sealed proposals, from qualified individuals or organizations to perform the Scope of Work set forth herein. This request is an offer by Utah Valley University to purchase, in accordance with the terms and conditions of this RFP, the services and products proposed by the successful firm. Firms are strongly encouraged to carefully read the entire request for proposal.

Item Response Form

Item Q0010087-01-01 - RFP for Virtual Application Solution
Quantity 1 each
Unit Price
Delivery Location Utah Valley University
Utah Valley University
500 W 1200 S
Orem UT 84058
Qty 1

Description
RFP for Virtual Application Solution



Request for Proposal
Virtual Application Solution
RFP # Q0010087

Issued: December 10, 2012

Due Date: January 16, 2013

Utah Valley University
Procurement Services
800 W University Pkwy
Orem, UT 84058

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SECTION 1 – PURPOSE OF RFP

1.01. Purpose of RFP

The purpose of this Request for Proposal (RFP) is to solicit proposals to enter into a contract with a qualified supplier to obtain LED video and message displays and other various displays/systems relating to sporting and entertainment venues for Utah Valley University, hereafter referred to as the "University". The University is examining several alternatives of providing this product and may decide, after reviewing proposals submitted, not to enter into any agreement.

This document constitutes a Request for Proposal (RFP), via competitive sealed proposals, from qualified individuals or organizations to perform the Scope of Work set forth herein. This request is an offer by Utah Valley University to purchase, in accordance with the terms and conditions of this RFP, the services and products proposed by the successful firm. Firms are strongly encouraged to carefully read the entire request for proposal.

1.02. About Utah Valley University

Utah Valley University is a teaching institution which provides opportunity, promotes student success, and meets regional educational needs. UVU builds on a foundation of substantive scholarly and creative work to foster engaged learning. The university prepares professionally competent people of integrity who, as life-long learners and leaders, serve as stewards of a globally interdependent community. Utah Valley University has about 1,400 full-time benefit eligible employees, 3,200 part-time employees and approximately 32,000 students.

SECTION 2 – GENERAL INFORMATION

2.01. Administrative Guidance

The information provided herein is intended to assist firms in the preparation of proposals necessary to properly respond to this RFP. The RFP is designed to provide interested suppliers with sufficient basic information to submit proposals meeting minimum requirements. It is not intended to limit a proposal's content or to exclude any relevant or essential data therefrom. Firms are at liberty, and are encouraged, to expand upon the specifications to give additional evidence of their ability to provide the services/product requested in this RFP.

2.02. Issuing office and RFP Reference Number

Procurement Services of Utah Valley University (“Procurement Services”) is the issuing office for this RFP and all subsequent addenda relating to it. The reference number for the transaction is Q0010087. This number must be referenced on all proposals, correspondence, and documentation relating to the RFP.

2.03. Due Date

In order to be considered for selection, your proposal must be received no later than 2:00 p.m. current Mountain Time on January 16, 2013. Proposals received after this deadline will be late and ineligible for consideration. Utah Valley University will not be responsible for late delivery of improperly addressed envelopes. Following the deadline, the names of those responding to the RFP will be made public. All other information will remain confidential, as provided by law (please see section 2.15 hereof).

2.04. Pre-Proposal Conference

No pre-proposal conference will be held.

2.05. Inquiries

All inquiries or requests for clarification or interpretation arising subsequent to the issuance of this RFP that could have a significant impact on the responses to the RFP, should be submitted in writing through BidSync.com. Answers will be given via the BidSync site. Questions submitted by e-mail, phone, or other method will not be considered.

All inquiries must be received by January 2, 2013 at 2:00 PM MT. Procurement Services will extend the due date if such information significantly amends this solicitation or makes compliance with the original proposed due date impractical.

2.06. Important Dates

The following dates are significant for this RFP:

RFP Dated and Issued	December 10, 2012
RFP Inquiry Questions Due	January 2, 2013
Proposal Due Date	January 16, 2013

2.07. Proposal Submission

Proposals must be submitted electronically through BidSync.com. Submitting your response to Utah Valley University via BidSync.com is free of charge. Please register at www.bidsync.com, or contact BidSync Customer Service at 800-990-9339. When submitting a proposal electronically through BidSync, please allow sufficient time to complete the online forms and

upload documents. The solicitation will end at the closing time listed on the posting. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.

Submitting electronic proposals requires uploading electronic attachments. BidSync's site will accept a wide variety of document types as attachments. However, the submission of documents containing embedded documents (zip files), mov, wmp, and mp3 files are prohibited. All documents should be attached as separate files.

2.08. Time for Evaluation

All proposals shall remain valid for a minimum of 90 calendar days after the Proposal Due Date to allow adequate time for evaluation.

2.09. Evaluation of Proposals

The University may award a contract based on initial proposals received without discussion of such proposals with suppliers. Accordingly, each initial proposal should be submitted with the most favorable price and service available. The University reserves the right to negotiate with any or all offering proposals, to reject any or all proposals, and to call for best and final offers after negotiations have concluded. Suppliers shall be prepared to send qualified personnel to discuss technical and contractual aspects of their proposal.

2.10. Oral Presentation

The University may require an oral presentation by a supplier to supplement their written proposal. These presentations will be scheduled, if required, by Procurement Services after proposals are received and prior to the award of the Contract.

2.11. Gratuities

By written notice to the firm(s), the University may disqualify from consideration or cancel any subsequent contract, if it is found by the University that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the firm, or any agent or representative of the firm, to any officer or employee of the University with the intent to secure this contract or secure favorable treatment with respect to the awarding or amending of this contract.

2.12. Award of the Contract

Upon completion of the evaluation process, the University may award the contract ("Contract") to the firm whose proposal is determined to be most advantageous to the University. Procurement Services is the only agency authorized to award a Contract for the proposed purchases. All pertinent University policies and State of Utah purchasing codes and State procurement policies and procedures apply. Any contract resulting from this RFP will include, but not be limited to, UVU's terms and conditions and the applicable conditions outlined in this document.

2.13. Contract Period

The contract term will be a one-time purchase with ongoing maintenance.

2.14. Contract Terms

If you wish your contractual documents, in whole or in part, to comprise a portion of the final governing language of any agreement arising from this RFP, including maintenance agreements, a copy of that agreement must be submitted with your response. A legal review of your contractual demands in view of what is acceptable to the University as an entity of the State of Utah shall be part of the criteria in evaluating your offer.

The University will not enter into any contract or affix signature to any document, the terms of which require the University to waive conditions or requirements negotiated via this solicitation process, provided for in the document or by mutual consent. Any document containing a clause or clauses that purport to supersede all other documents included in, or arising from the RFP process will be rejected.

2.15. Further Agreements

In addition to a proposal, the University may from time to time require a supplier to execute certain additional documents or agreements, including without limitation a contract, for the purpose of clarifying the intention of the parties with respect to providing the goods or services hereunder.

2.16. Endorsement

Unless specifically authorized in writing by the University, the supplier shall have no right to use, and shall not use, the name of Utah Valley University, its officials or employees, or the seal or mark of the University in advertising, publicity, or promotion; nor to express or imply an endorsement of supplier's products or services.

2.17. News Releases

News releases pertaining to the RFP, any proposal, or the Contract will be made only by the University.

2.18. Protected Information

State procurement rules, as well as the Government Records Access and Management Act, Section 63-2-101 et seq., Utah Code Ann. (1953), as amended ("GRAMA"), provides that **all** proposals may be disclosed to the public after notice of the selection of the successful firm(s) and after receipt of a GRAMA request. Any person (firm) who believes that a record should be protected as outlined in R-33-3-204.1, should complete the enclosed "Claim of Business Confidentiality" form. Failure to complete this form will result in the disclosure of your proposal if a GRAMA request is received. Pricing and service elements of any proposal will not be considered proprietary. All material contained in and/or submitted with the proposal becomes the property of the University and may be returned only at the University's option.

2.19. Incurring Costs

The University will not be liable for any cost which firms may incur in connection with the preparation or presentation of their proposal(s). Proposals should be concise, straightforward and prepared simply and economically. Expensive displays, bindings or promotional materials are neither desired nor required. However, these instructions are not intended to limit a proposal's content or exclude any relevant or essential data therefrom.

2.20. Addendum to RFP

In the event that it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all suppliers on record as having received this RFP.

2.21. Other Communications

During the RFP process (from the date of issue through the date of contract award or other final decision) Procurement Services is the sole source of official information regarding this RFP. All other communications, both spoken and written, which are received by any representative of the firm from other sources (such as employees in the using department) should be confirmed by the firm with the buyer in Procurement Services assigned to this RFP as being true and accurate

prior to incorporating such information into their response. This refers to both formal and informal conversations and communications. Significant changes to the RFP will always be issued as a formal, written addendum.

2.22. Alternative Proposals

A supplier may submit more than one proposal, each of which must follow the Proposal Response Outline (section 4.01 herein) and satisfy the requirements of this RFP. The supplier's primary proposal must be complete and comply with all instructions. The alternative proposal(s) may be in abbreviated form following the Proposal Response Outline but providing complete information only for sections which differ in any way from those contained in the primary proposal. If alternative proposals are submitted, the supplier must explain the reasons for the alternative(s) and the comparative benefits. Each proposal submitted will be evaluated on its own merits.

2.23. Authorized Firm Representatives

The proposal will list the name, title, office address, telephone number, fax number and e-mail address (if available) of the person(s) authorized to represent the firm regarding this RFP. The University reserves the right to negotiate a change in the individual assigned to represent the firm awarded this contract if the assigned representative is not supplying the needs of the University appropriately. The right shall carry forward through the response period and during the term of the contract.

2.24. Award of Subcontracts

For each subcontract, if any, which the supplier proposes to award, the supplier shall specify in writing the proposed subcontractor's name and address, and the purpose of each subcontract. Any supplier proposing subcontracts as a part of a proposal must explicitly state so in the proposal. Written approval by Procurement Services is required prior to the awarding of any subcontracts. Any subcontractor shall be required to provide evidence to the University of the same insurance provisions and coverages as described herein.

2.25. Assignment

The firm shall not assign or subcontract any portion of its obligations under the Contract without the prior written consent of Procurement Services. Assignment or subcontracting shall in no way relieve the supplier of any of its obligations.

2.26. Remedies

The laws of the State of Utah shall apply in all disputes arising out of this RFP, without regard to Utah choice of law rules.

2.27. Compliance

The supplier hereby agrees to abide with all applicable federal, state, county and city laws and regulations and to be responsible for obtaining and/or possessing any and all permits and licenses that may be required.

2.28. Cancellation

Inadequate delivery, unsatisfactory service or failure to adhere to the Contract covenants may result in cancellation of the Contract. The firm shall be responsible for reimbursing the University for expenses incurred as a result of unacceptable service. In the event that either party determines that a material breach has occurred that would be cause for cancellation of the Contract, the party wishing to cancel shall notify the other party of the alleged breach in writing, and allow the other party thirty (30) days in which to cure the alleged breach. If the alleged

breach is not cured or substantial steps to cure the alleged breach are not taken within this period, the non-defaulting party may cancel the Contract at the end of said thirty (30) day period.

2.29. Acceptance of Services Rendered

The University, through its designated agents and representatives, will be the sole determining judge of whether services rendered under the Contract satisfy the requirements as identified in the Contract.

2.30. Anti-Collusion

The submission of a proposal constitutes agreement that the supplier has not divulged its proposal to, or colluded with, any other firm or party to a proposal whatsoever.

2.31. Indemnification

The firm shall hold harmless, defend and indemnify Utah Valley University and its officers, employees, and agents from and against any and all claims, losses, causes of action, judgments, damages and expenses including, but not limited to, attorney's fees because of bodily injury, sickness, disease or death, or injury to or destruction of tangible property or any other injury or damage resulting from or arising out of (a) performance or breach of this contract by the firm, or (b) the firm's use of University premises, or (c) any act, error, or omission on the part of the firm, or its agents, employees, invitees, participants, or subcontractors except where such claims, losses, causes of action, judgments, damages and expenses result solely from the negligent acts or omissions or willful misconduct of Utah Valley University, its officers, employees or agents.

2.32. Insurance

The firm shall maintain, during the term of any resulting contract, comprehensive General, Contractual, Professional and Errors and Omissions (E&O) Liability Insurance and Employee Dishonesty bonding coverage or such coverages as required by Federal, State, and local laws governing the services described herein. Proposers shall also maintain all employee-related insurances, in the statutory amounts, such as unemployment compensation, worker's compensation, and employer's liability, for its employees involved in performing services pursuant to any resulting underwriting contract. Such coverages may be self-funded.

2.33. Restrictions

All proposals must clearly set forth any restrictions or provisions deemed necessary by the firm to effectively service the proposed Contract.

2.34. Right to Reject

The University reserves the right to reject any or all proposals and to waive any informality or technicality in any proposal in the interest of the University.

2.35. Accounting

The firm must keep accurate accounting records of all operations covered by this RFP and is to establish and maintain a system of bookkeeping and accounting satisfactory to the University. The firm should be able to summarize and concisely report pertinent information in a timely manner through the duration of any contract resulting from this RFP.

2.36. Relationship of the Parties

In assuming and performing the obligations of any Contract, the University and any firm shall each be acting as independent parties and neither shall be considered or represent itself as a joint venturer, partner or employee of the other.

2.37. Equal Opportunity

No supplier of goods and/or services under this RFP or any Contract shall discriminate against any employee, applicant for employment, or recipient of services on the basis of race, color, religion, national origin, gender, pregnancy, childbirth, pregnancy-related conditions, age, disability, veteran status, genetic predisposition, or otherwise provided by state and federal law.

2.38. State and Local Taxes

The University is exempt from State of Utah sales and excise taxes (State of Utah Sales Tax Exemption number: 11843640-002-STC). Exemption certification information appears on all purchase orders issued by the University and such taxes will not apply to the University unless otherwise noted.

2.39. Price Reduction

If at any time after the award of a contract, the successful firm reduces the price of any article or service covered under the contract resulting from this RFP, the successful firm shall give the University proportionately reduced pricing for such articles or services.

2.40. Solicitation of Employees

The selected firm and the University agree not to solicit each other's employees for a period of 2 years following completion of contract.

2.41. Debarment

The Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the Contractor cannot certify this statement, attach a written explanation for review.

2.42. Non-appropriation of Funds

The supplier acknowledges that UVU cannot contract for the payment of funds not yet appropriated by the Utah State Legislature. If funding to UVU is reduced due to an order by the Legislature or the Governor, or is required by State law, or if federal funding (when applicable) is not provided, UVU may terminate the contract or proportionately reduce the services and purchase obligations and the amount due from UVU upon thirty (30) days written notice. In the case that funds are not appropriated or are reduced, UVU will reimburse the vendor for products delivered or service performed through the date of cancellation or reduction, and UVU will not be liable for any future commitments, penalties, or liquidated damages.

2.43. Workmen's Compensation Act

The supplier agrees to comply with the provisions of the Utah Workmen's Compensation Act, Utah Occupational Disease and Disability Act, Utah Unemployment Compensation Act, Federal Unemployment Tax Act, Federal Insurance Contribution Act, and all other legislation, Federal and State, and to make all payments, returns and report required by these acts.

2.44. Status Verification System

If a Contract is awarded through this RFP for the physical performance of services within the State of Utah, supplier or supplier's agent, contractor, subcontractor or service provider is required to register and participate in the Status Verification System (E-verify) to verify the work eligibility status of Supplier's or Supplier's agent's, contractor's, subcontractor's or service provider's employees hired on or after July 1, 2009 and employed in the State of Utah, in accordance with UCA Section 63G-11-103.

SECTION 3 – SPECIFICATIONS

Note: All companies must respond to section 2 and 3 of this RFP and all other section appropriate to the product(s)/services(s) being offered. When a section does not request specific information and you agree to what it contains, you may use language such as, "Understood and Agreed," in your response. Refer to Section 4.01 for instruction on how to compile your response.

3.01. Summary

UVU Student Computing is seeking proposals for a virtualized application solution made available to all registered students. We would like to make multiple applications available for student use in labs across campus, as well as on mobile devices brought to campus by the students. We envision multi-tiered applications to be made available as well as more simplified applications. We would like a fully scalable solution that is enterprise ready and will allow for future growth of the University. Initially we will be offering these services on campus only, but must have the ability to allow remote access in the future.

3.02. Expectations

We expect to service 50 concurrent student users but will grow based on enrollment and campus need. Students will have access to multiple applications based on class enrollment and/or degree or department. They will have access to applications on campus and eventually off campus. Students will be able to securely access Windows, web and SaaS applications or full desktops from their PCs, Macs, tablets, smartphones, laptops and thin clients. We expect this enterprise solution to be in place and functioning on a production level by August 2013, based on available funding.

Essential software we expect to be made available to the students:

- Adobe Creative Suite
- NVivo
- SAS
- Microsoft Office Pro plus
- Microsoft Visual Studio
- Autocad
- SPSS
- Visio
- Open Office
- Sony Vegas
- Corel Graphics Suite
- ARC GIS

Additional Software we would like to make available:

- Audacity
- Cats
- Corel Painter
- Cute PDF writer
- EditPad Lite
- Filezilla
- Firefox
- Gimp

- Google Chrome
- Google Earth
- Google Sketch up
- Houdini
- Idea
- Internet Explorer
- LabView
- Megastat
- MinGW Studio
- MyMathlab
- MyOEMLab
- Peachtree
- Picalo
- POM
- ProTools
- Putty
- Quickbooks
- Rats
- Renderpal
- Respondus
- Sone Noise Reduction
- Sony Soundforge
- TextPad
- Visual Mind
- Vital bookshelp
- VMWare Player 3
- Windows Movie Maker

3.03. General Requirements

- A. Ability to virtualize essential applications (both simple and multi-tiered).
- B. Ability to provide virtual applications to any PC, Mac, tablet, smartphone, laptop or thin client brought to campus by students.
- C. Ability to provide scalability for growth and additional services including: virtual desktop access to students both on and off site.
- D. Ability to provide a user friendly interface for student users to access the applications and desktops.
- E. Ability to provide mobile storage connectivity (ex: USB drives, etc.)
- F. Ability to allow local and network printing.
- G. Allow administrators to limit client connections based on specific software licenses.

- H. Allow student access to applications and Virtual desktops based on group membership in Active Directory.
- I. Describe your ability to provide a total solution, including: any broker needed, middle ware, front end and back end management, etc.
- J. Describe your ability to report usage statistics based on individual applications and/or groups of users.
- K. If ability described in (J) is not built in, describe any third party software you have used in conjunction with your product.
- L. Describe how your product differs from others like it and what benefits your products offers over your competition.
- M. Provide the ability to limit access to applications on campus or off, based on IP address.
- N. Ability to provide storage options for the users: locally and/or web storage.

3.04. Company History

- A. How long has your company been in business?
- B. Describe your experience working with this product in a University setting/or in an environment of similar size.
- C. Do you have any companies within 300 miles of Utah Valley University running your solution in a production environment? If yes, please provide reference information as described in 4.01.B.iii.

3.05. Support

- A. Describe your support structure. How many technicians per customer do you have? Is your support facility in house or outsourced?
- B. What is your typical issue response and resolution time?
- C. Are you qualified to support all aspects of your total solution?
- D. Include support contract costs as part of the cost proposal.

3.06. Product Training

- A. Describe your customer training process.
- B. Include hands on training, as well as any certification available for your product for two (2) people, as part of the cost proposal.

3.07. Licensing Options

A. Describe any per-user, per-server, or per-concurrent-user licensing requirements.

B. Describe any discounts available to high volume or educational deployments.

3.08. Authentication

A. Describe your single sign-on authentication ability through Active Directory?

3.09. Security

A. Describe your product's built-in security.

3.10. Maintenance Agreements

A. Include any maintenance agreement costs as part of the cost proposal.

3.11. Limitations

A. List any system limitations your product has that may affect an environment of our size.

B. List any physical layer requirements that your product needs to perform at its optimum level.

C. List any concurrent user based limitations of your product.

D. List any known software programs that will not run on your solution.

E. List any known limitations of your product that were not previously mentioned.

3.12. Implementation Plan

A. Provide an implementation plan that includes a detailed timeline from initiation of contract to completion of the project, including installation of hardware and software and training. Timeline should indicate important milestones in the implementation process.

3.13. Cost Breakdown

A. Include separate software licensing and hardware costs based on 50, 100, and 200 concurrent users as part of the cost proposal.

B. Include an itemized list of the costs of all components (Hardware, Software, Installation and setup, and consulting) as part of the cost proposal.

C. If there is a price difference, provide a breakdown of the total cost per concurrent user versus the total cost per named user.

D. Include an option for 0MB of storage per user and for 500MB of storage space per user.

SECTION 4 – PROPOSAL RESPONSE OUTLINE

4.01. Proposal Response Outline

Proposals must be concise and in outline format. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and submitted in three separate files:

A. FILE ONE – LETTER OF TRANSMITTAL

The letter of transmittal should include an introduction of the firm's company, the name, address, telephone number, fax number, and E-mail address of the person(s) to be contacted along with others who are authorized to represent the company in dealing with this RFP. Any other information not appropriately contained in the proposal itself should also be included in the letter.

NOTE: Offerors shall not submit their own standard terms and conditions as exceptions to the RFP Terms and Conditions. Each exception to a University term and condition shall be individually addressed.

B. FILE TWO – TECHNICAL PROPOSAL

i. EXECUTIVE SUMMARY AND PROPOSAL OVERVIEW

An executive summary will briefly describe the firm's approach and clearly indicate any options or alternatives being proposed. It should also indicate any major requirements that cannot be met by the firm.

ii. DETAILED DISCUSSION

This section should constitute the major portion of the proposal and must contain a specific response in outline form to each section in this RFP which requires a response. Outline numbers should correspond, in order, to the section numbers contained in this RFP. The response must explain how the Offeror would meet the needs of the University as described in this RFP. Failure to provide written response to items indicated in this RFP will be interpreted by the University as an inability by the firm to provide the requested product, service, or function.

iii. OFFEROR QUALIFICATIONS

Describe in detail your company's capability of providing the services required. Do not use boilerplate marketing materials, but speak very specifically to the Scope of Work.

The following documents should also be included:

1. Business license
2. Current W9 form
3. Claim of Business Confidentiality
4. Vendor Registration form

iv. REFERENCES

A list of the supplier's current customers should be provided. Additionally, at least five (5) references for customers which have received services similar to those required by the University are to be provided. Include business name,

address, phone number and contact person for each reference. A short description of the project and the work performed should be included. The University reserves the right to contact or visit any of the supplier's current and/or past customers to evaluate the level of performance and customer satisfaction. Information gathered during this process will not be made public.

v. **EVIDENCE OF FINANCIAL RESPONSIBILITY**

The Offeror must demonstrate that its organization and any material subcontractors are in sound financial condition and/or that appropriate corrective measures are being taken to address and resolve any identified financial problems. The Offeror shall submit documentation of the organization's financial condition by providing a Business Information Report supplied by Dun & Bradstreet; audited financial statements for the two most recent fiscal years; or other information available in the ordinary course of business which demonstrates the supplier's financial stability, that the accounting system in use by the supplier will permit timely development of all necessary cost data required by the specific contract type contemplated, and is adequate to allocate costs in accordance with generally accepted accounting principles.

vi. **MISCELLANEOUS**

Additional information and attachments pertinent to this RFP may be submitted by the firm in this section.

C. **FILE THREE – COST PROPOSAL**

The firm must submit a cost proposal allowing costs to be evaluated independently of other criteria in the proposal. Cost should not be included in the technical proposal, but should be submitted separately as a cost proposal. Proposals that include pricing information in the technical proposal will be disqualified. The cost proposal should include line-item detail. The total amount of the contract should be entered on BidSync.com as the bid amount.

SECTION 5 – PROPOSAL EVALUATION

5.01. Opening of Proposals

The proposals will be opened so as to avoid disclosure of the contents to competing firms. No public opening will be held. All proposals will be kept in strict confidence until the contract has been awarded. A register of the proposals will be made available to the public after the contract award.

5.02. Evaluation Process Overview

All proposals in response to this RFP will be evaluated in a manner consistent with the Utah Procurement Code (U.S.C. § 63G-6a-100 et. sec. as amended) and all applicable rules and policies.

Proposals will be reviewed to confirm that they conform to the RFP requirements outlined herein. Non-responsive proposals (those that do not conform to RFP requirements) will be eliminated from consideration. A proposal may be rejected if it is conditional or incomplete in the judgment of the University. An Offeror may withdraw their proposal prior to the University making a final decision.

A committee of University officials appointed by the Purchasing Official will evaluate proposals and provide a ranking to the Purchasing Official. (See Technical Evaluation section below) The evaluation will be based upon the information provided in the proposal, additional information requested by the University for clarification, information obtained from references and independent sources, and demonstrations, presentations, and proofs of concepts if requested. The University will evaluate proposals as submitted and may not notify Offerors of deficiencies in their responses.

A cost evaluation will be performed on the proposals that successfully pass the technical evaluation phase. The University will award the Contract to the responsible Offeror whose proposal is determined to be the most advantageous to the University, taking into consideration the evaluation factors set forth in this RFP.

5.03. Technical Evaluation

The committee will evaluate the technical proposals in accordance with the criteria outlined below utilizing the RFP Evaluation Score Sheet contained herein. Proposals will be rated superior, very good, good, fair, or poor for each criterion. The technical evaluations for each proposal will be combined to form a technical score for each proposal.

The technical evaluation will be conducted in two phases. The first phase will consist of an evaluation of the submitted written proposals. Following the evaluation of written proposals, the top three to five proposals will be selected to proceed to phase two of the technical evaluation. Phase two will include a proof of concept. This phase will be evaluated by the committee using the RFP Evaluation Score Sheet.

Following the technical evaluation, a cost evaluation will be performed. The technical score will then be combined with the cost score to form a composite score.

5.04. Technical Evaluation Criteria

Written proposals will be evaluated in accordance with the following criteria:

- A. Demonstrated ability to meet scope of work (20 pts)
 - a. Ability to support a wide variety of software, as listed in 3.02
 - b. Compatibility with third party applications.
 - c. Ability of solution to interact with a variety of end-user devices
 - d. Proposed implementation plan and timeline
 - e. Licensing options
- B. Demonstrated technical capability (20 pts)
 - a. Support structure and capabilities
 - b. Experience working with this product in a University setting/or in an environment of similar size.
 - c. Ability to have low impact on and ease of integration with existing infrastructure.
- C. Qualification and expertise (10 pts)
- D. Financial stability (10 pts)
- E. References (10 pts)

Proposals evaluated in phase 2, proof of concept, will be evaluated on the criteria listed below in addition to the aforementioned criteria.

- F. Proof of Concept (30 pts)
 - a. Ease of use for end users.
 - b. Ease of use for system administrators
 - c. Responsiveness - system load time, application load time, application performance and network bandwidth requirements

RFP Evaluation Score Sheet

Q0010087 – Virtual Application Solution

Firm Name: _____

Evaluator: _____

Date: _____

Score will be assigned as follows:

1 = Poor, inadequate, ability to meet requirements doubtful

2 = Fair, ability to meet requirements questionable

3 = Good, meets minimum requirement

4 = Very good, exceeds minimum requirement

5 = Superior

	Points Possible	Score (1-5)	Weight	Points
A. Demonstrated ability to meet scope of work (20 pts)	---	---	---	---
a. Ability to support a wide variety of software, as listed in 3.02	5		X1	
b. Compatibility with third party applications.	5		X1	
c. Ability of solution to interact with a variety of end-user devices	5		X1	
d. Proposed implementation plan and timeline	2.5		X0.5	
e. Licensing options	2.5		X0.5	
B. Demonstrated technical capability (20 pts)	---	---	---	---
a. Support structure and capabilities	10		X2	
b. Experience working with this product in a University setting/or in an environment of similar size.	5		X1	
c. Ability to have low impact on and ease of integration with existing infrastructure.	5		X1	
C. Qualification and expertise (10 pts)	10		X2	
D. Financial stability (10 pts)	10		X2	
E. References (10 pts)	10		X2	
F. Proof of Concept (30 pts)	---	---	---	---
a. Ease of use for end users.	10		X2	
b. Ease of use for system administrators	10		X2	
c. Responsiveness - system load time, application load time, application performance and network bandwidth requirements	10		X2	
TOTAL EVALUATION POINTS	100	---	Total	

5.05. Cost Evaluation

Only proposals receiving a technical score of 60 or more will proceed to this evaluation phase.

Cost will be evaluated as follows: The offeror with the lowest proposed price will receive 100% of the cost points, which is 40 points. All other offerors will receive a portion of the total cost points based on what percentage higher their proposed price is than the lowest proposed price. An offeror whose proposed price is more than double (200%) the lowest proposed price will receive no points. The formula to compute the cost score will be: $40 \times (2 - \text{Proposed Price} / \text{Lowest Proposed Price})$.

5.06. Award of Contract

The technical score and cost score will be combined to form a composite score for each proposal. The contract will be awarded to the offeror whose proposal received the highest composite score.

5.07. Negotiations and Best and Final Offers

The University reserves the right, as provided by Utah state law, to negotiate with the finalists and to call for best and final offers.

CLAIM OF BUSINESS CONFIDENTIALITY

Pursuant to Utah Code Ann., Subsections 63-2-304(1) and (2), and in accordance with Section 63-2-308, asserts a claim of business confidentiality to protect the following information submitted as part of a Request for Proposal.

This claim is asserted because this information requires protection as it includes:

- € Trade secrets as defined in Section 13-24-2
 - “Trade secret” means information, including a formula, pattern, compilation, program, device, method, technique, or process, that: (a) derives independent economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy.

- € Commercial information or non-individual financial information obtained from a person if: (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; and (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access.

This statement of reasons supporting the claim of business confidentiality applies to the following information in this proposal:

Page	Paragraph	Reason
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Please use additional sheets if needed.

You will be notified if a record claimed to be protected herein under Utah Code Ann. § 63-2-304 (1) and (2) is classified public or if the government entity determines that the record should be released after balancing interests under Utah Code Ann. § 63-2-201 (5)(b) or Utah Code Ann. § 63-2-401 (6). See Utah Code Ann. § 63-2-308.

Printed or Typed Name

Title

Signature

Date

VENDOR REGISTRATION FORM

Federal Employer's ID# OR Social Security #
Name of Organization
Business Address
City, State, Zip Fax
Main Contact Person Phone
Organization Structure (Please circle one)
☐ 1. Individual ☐ 2. Partnership ☐ 3. Corporation
☐ 4. Government Agency ☐ 5. Non-Profit Agency ☐ 6. Public Utility
Small Business? ☐ Yes ☐ No
Minority Owned Business? ☐ Yes ☐ No

Please describe below the major product(s) or service(s) provided by your company:

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DISCLOSURE STATEMENT

Vendor must disclose any possible conflict of interest with Utah Valley State College, including, but not limited to, any relationship with any Utah Valley State College employee. Your response must disclose if a known relationship exists between any principal of your firm and any Utah Valley State College employee. If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a purchase and/or contract as a result of your response. This form must be completed and returned in order for your bid/proposal to be eligible for consideration.

☐ NO KNOWN RELATIONSHIP EXISTS

☐ RELATIONSHIP EXISTS (Please explain Relationship)

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I CERTIFY THAT:

1. I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein is accurate and true as of this date.
2. My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

<div></div>

Printed or Typed Name

<div></div>

Title

<div></div>

Signature

<div></div>

Date

Question and Answers for Bid #Q0010087 - RFP for a Virtual Application Solution

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.

Question Deadline: Jan 2, 2013 2:00:00 PM MST