

Issue Date: May 27, 2020
Title: Event Management Services
Contract Period: Date of Award through
June 30, 2021
Return Proposals no later than: 10:00 A.M.
(CST), June 10, 2020

REQUEST FOR PROPOSALS NO: 57820148

Buyer: Barbara A. Morrow

Telephone: (314) 340-5763

Email: morrowb@hssu.edu

IMPORTANT NOTICE TO ALL VENDORS:

In response to the challenges the novel Coronavirus (COVID-19) presents, and to ensure the safety of the public, postal workers, couriers, and our employees, effective immediately and until further notice, Harris-Stowe State University hereby changes receipt of proposals/bids to electronic submissions.

The vendor is solely responsible for ensuring timely submission of their electronic solicitation response. Failure to allow adequate time prior to the solicitation end date to complete and submit a response to a solicitation, particularly in the event technical support assistance is required, places the vendor and their response at risk of not being accepted on time.

If a vendor does not have electronic accessibility to submit an electronic bid response, the vendor must contact the buyer of record at least five (5) days prior to the due date of the bid to determine if an alternate process is available to accept the vendor's bid. However, at this time under the current circumstances, electronic bid submission is the only certain way to be able to submit bid responses.

REQUEST FOR PROPOSALS

RECEIVED FROM:	
----------------	--

Harris-Stowe State University (HSSU) is requesting proposals for **Event Management Services**. Proposals must be **emailed no later than 10:00 a.m. on Wednesday, June 10, 2020 to morrowb@hssu.edu**. Responses to the RFP will be opened and the names read. Any proposal received after **10:00 a.m. on Wednesday, June 10, 2020**, shall not be accepted. No award shall be made at the time the names are read.

Proposals are to be emailed to: morrowb@hssu.edu

PROPOSAL MUST BE SIGNED TO BE VALID

The Offeror hereby agrees to furnish items and/or services, at the prices quoted, pursuant to all requirements and specifications contained in this document upon either the receipt of an authorized Purchase Order from Purchasing, or when this document is countersigned by Purchasing as a binding Contract. The Offeror further agrees that the language of this document shall govern in the event of a conflict with His or Her proposal. If incorporated — Where? _____

COMPANY NAME: _____ DATE: _____

AUTHORIZED SIGNATURE: _____ [TEL:](#) _____
(please sign here)

(please type or print name here)

TITLE: _____ FED. ID OR SSN: _____

NOTICE OF AWARD: _____ PURCHASE ORDER# : _____

Accept as to items:

(Signature of Director of Business Services)

(Date)

PART ONE

BACKGROUND INFORMATION

SECTION ONE: General Information

Harris-Stowe State University traces its origin back to 1857 when it was founded by the St. Louis Public Schools as a normal school and thus became the first public teacher education institution west of the Mississippi River, and the twelfth such institution in the United States.

This normal school was Harris-Stowe's first predecessor institution, and was restricted to white female students who would become the city of St. Louis' public elementary school teachers. This normal school later became a four-year college, named Harris Teachers College, in honor of William Torrey Harris. Dr. Harris had served as the Superintendent of Instruction of the St. Louis Public Schools and had also served as a United States Commissioner of Education.

The Normal School began offering in-service education for St. Louis white teachers, as early as 1906. And, later, in 1920 became a four-year undergraduate teachers college, authorized to grant a Bachelor of Arts Degree in Education. In 1924, the College received accreditation from the North Central Association of Schools and Colleges. Accreditation from other agencies followed, including accreditation by the American Association of Colleges for Teacher Education and the National Council for the Accreditation of Teacher Education.

A second predecessor institution was Stowe Teachers College which began in 1890 as a normal school for future black teachers of elementary schools in the city of St. Louis. This normal school was also founded by the St. Louis Public School System and was an extension of Sumner High School. In 1924, the Sumner Normal School became a four-year institution with authority to grant the baccalaureate degree. In 1929, its name was changed to Stowe Teachers College, in honor of the abolitionist and novelist, Harriet Beecher Stowe.

These two teacher education institutions were merged by the Board of Education of the St. Louis Public Schools in 1954 as the first of several steps to integrate the public schools of St. Louis. The merged institution retained the name Harris Teachers College. Later, in response to the many requests from alumni of Stowe Teachers College and members of the Greater St. Louis Community, the Board of Education agreed to restore to the College's name the word "Stowe", and to drop the word, "Teachers".

In 1979 the General Assembly of the State of Missouri enacted Senate Bill 703, under which Harris-Stowe State College became the newest member of the State system of public higher education. The institution's name was again changed by the addition of the word, "State," and was then officially known as Harris-Stowe State College. In addition to the name change, the College's baccalaureate degree was changed to Bachelor of Science in Education. In compliance with new State standards and teacher certification requirements, the College's Teacher Education curriculum was modified and three separate Teacher Education majors were approved: Early Childhood Education, Elementary School Education, and Middle School/High School Education.

SECTION ONE: General Information (Continued)

In 1981, the College received State approval for a new degree program — the Bachelor of Science in Urban Education. This program was the only one of its kind at the undergraduate level in the United States and is designed to prepare non-teaching urban education specialists who will be effective in solving the many urban-related problems facing today's urban schools. Later this degree program was expanded to include the preparation of non-teaching specialists in many other urban-related fields.

In 1993, the State Governor signed into law Senate Bill 153 which authorized the College to expand its mission in order to address unmet needs of metropolitan St. Louis in various applied professional disciplines. In response to that authority, Harris-Stowe developed two new baccalaureate degree programs: (1) Business Administration with professional options in Accounting, Management Information Systems, General Business and Marketing; and (2) Secondary Teacher Education with subject-matter options in Biology, English, Mathematics, and Social Studies. The College, soon after, began developing new baccalaureate programs in other professional areas, including Criminal Justice and Management of Health and Medical Services. These new programs are “two-plus-two” baccalaureates based on relevant community college associate degrees.

Finally, on August 27, 2005, upon the urging of Governor Matt Blunt, and the approval of the State General Assembly, Harris-Stowe State College became Harris-Stowe State University.

Thus, from its beginnings as two normal schools in the mid- and late 19th Century to its present status as a state institution of public higher education, Harris-Stowe State University and its predecessor institutions have always been in the forefront of teacher education. Now, with its mission expanded to include other professional disciplines, the University will provide greatly needed additional opportunities to metropolitan St. Louisans in other important fields of endeavor. The University will, therefore, continue its quest for excellence in all of its offerings and strive even more to meet the complex and demanding challenge of preparing students for effective roles in this region's various professions.

Harris-Stowe State University is dedicated to the advancement of people through learning. Every social institution is, in some way, special; educational institutions are particularly so because they alone have been established to promote learning in formal and appropriately-designed settings. This University recognizes and accepts as an integral aspect of its mission the task of providing urban-oriented experiences, which will enable its students to function as constructive agents of change for the improvement of urban living.

SECTION ONE: General Information (Continued)

The demands of today's society require the services of professionals; Harris-Stowe State University is well-known for its four-year professional education programs. The University began its distinguished career in undergraduate higher education with the exclusive purpose of developing highly competent and effective teachers for the elementary school. To this focus the University long ago added in-service, increased pre-service, and professional development programs. A few years ago, the primary purpose of Harris-Stowe was expanded to include the development of a non-teaching professional baccalaureate degree aimed at preparing humane problem-solvers for educational systems and community agencies.

Now, with an expanded mission, the academic thrust of the University has been broadened to include other greatly needed professional areas: in Business Administration, in Secondary Teacher Education, in Elementary Teacher Education, in Urban Education, in Liberal Arts, in Criminal Justice, and in the effective Management of Medical and Health services programs, and is collaborating with several sister institutions – both in and outside the metropolitan region in offering graduate-level programs.

Harris-Stowe is unique among midwestern institutions of higher education. This uniqueness is derived from two main characteristics: (1) its philosophy which stresses the importance of the learning potential of each individual student, and (2) its high accessibility—both geographical and financial.

Currently the University offers 31 Majors, Minors and Certificate Options.

The University offers Bachelor of Science degree programs. Each of these degree programs consists of two levels: (1) a lower-division level, which provides a general education foundation, and (2) an upper-division level, consisting of a specific set of professional studies that gives each degree program its name. The University is an accredited member of the Higher Learning Commission. The following programs are offered: Accounting, Biology, Business Administration, Criminal Justice, Early Childhood Education, Educational Studies, Elementary Education, Finance, Health Care Management, Information Sciences & Computer Technology, Marketing, Mathematics, Middle School/Junior High Education, Political Science, Professional Interdisciplinary Studies, Secondary Education, Sociology, Sustainability and Urban Ecology, Urban Affairs, Urban Agriculture. The University is currently in the process of adding graduate degree programs.

Harris-Stowe has approximately 190 full time employees and an enrollment of approximately 1,450 students. The campus presently consists of nine (9) buildings, the Dr. Henry Givens, Jr. Administration building; the Southwestern Bell Technology Resource Center Library; the Emerson Physical Education/Performing Arts Center which opened on April 27, 2003; the Gillespie Residence Hall/Student Center which opened on August 15, 2006; the William L. Clay Early Child Development and Parenting Education Center which opened August 24, 2009; the Freeman R. Bosley, Jr. Residence Hall and Dining Facility which opened August 2011, the Vashon Community Center and two (2) additional buildings that were purchased in Fall 2015.

PART TWO

INTRODUCTION AND GENERAL INFORMATION

SECTION ONE. Introduction and General Information

This document constitutes a Request for Proposal (RFP) for Event Management Services for various Presidential inauguration events during the period of June 2020 through June 2021.

	Page
a. Part One, Background Information	3
b. Part Two, Introduction and General Information	6
c. Part Three, Scope of Work for Event Management Services	7
d. Part Four, General Contractual Requirements	8
e. Part Five, Proposal Submission Information	13
f. Part Six, Pricing	16
g. Attachment 1, State of Missouri, Division of Purchasing And Materials Management Terms and Conditions – Request for Proposal	17
h. Attachment 2, Minority Vendor Information	24
i. Attachment 3, Offeror's Prior Experience/References	25

PART THREE

SCOPE OF WORK FOR EVENT MANAGEMENT SERVICES

The University is requesting proposals for event management services for various events during the period of June 2020 through June 2021 for the President's inauguration events. Tentatively, four (4) to five (5) events are being planned including a Welcome Event, Homecoming Event, Dr. Martin Luther King, Jr., event; and weeklong activities culminating with the installation of the President and Inaugural Scholarship Ball.

The firm providing event management services shall perform the following tasks relative to the events:

1. Strategy
2. Logistical Planning
3. Implementation
4. Execution

The successful vendor will attend the kick-off meeting in-person or via conference call; attend pre-event status meetings in-person or via conference call; negotiate contracts on behalf of the University in accordance with the University's Procurement Policies and Procedures manual; coordinate all logistical venue details to include, but not be limited to, pre-event site walkthrough; and provide status reports to the University's point of contact in order to successfully conduct the events.

PART FOUR

GENERAL CONTRACTUAL REQUIREMENTS

This contract expresses the complete agreement of the parties, and performance shall be governed by the specifications and requirements contained herein. Any change must be accomplished by a formal, signed amendment prior to the effective date of such change.

SECTION ONE. Additional Terms and Conditions

The University reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

SECTION TWO. Contract Period

The contract shall commence immediately after award and end after completion of the duties described in the scope of work.

SECTION THREE. Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Contractors are subject to and must comply with provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

SECTION FOUR. Identification of Authorized Representative

The Offeror shall, within five (5) days after the award of the contract, submit a written identification and notification to the University of the name, title, address and telephone number of one (1) individual with its organization as a duly authorized representative to whom all correspondence, official notices and requests related to the Offeror's performance under the contract shall be addressed. The Offeror shall have the right to change or substitute the name of the individual described as deemed necessary provided that the University is notified immediately.

SECTION FIVE. Indemnification/Offeror's Liability

The Offeror shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and orders relating to the services provided under this Contract. The Offeror shall indemnify, defend and hold the University, its Board of Regents, officers, employees and agents, harmless from and against any and all loss, liability, claims, damages, actions, lawsuits, judgments and costs, including reasonable attorney's fees, that the University may become liable to pay or defend arising from or attributable to any acts or omissions of the Offeror, its agents, employees or subcontractors, in performing its obligations under this Contract, including, without limitation, for violation of proprietary rights, copyrights, or rights of privacy, arising out

PART FOUR, GENERAL CONTRACTUAL REQUIREMENTS (Continued)

SECTION FIVE. Indemnification/Offeror's Liability (Continued)

of a publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under the Contractor or based on any libelous or other unlawful matter contained in such data.

SECTION SIX. Insurance Requirements

The Offeror shall maintain adequate liability insurance to protect the University, its agencies, its clients, and the general public against any claims, liability, loss, damage, and/or expense(s) related to his/her performance under the contract. The insurance coverage shall include, but shall not necessarily be limited to, general liability, errors and omissions, professional liability, etc. Written evidence of the insurance coverage shall be provided to the University (Harris-Stowe State University; Dr. Henry Givens, Jr., Administration building; room 105; St. Louis, MO 63103; within thirty (30) days of notification of award of the contract. The evidence of insurance shall include, but shall not necessarily be limited to: effective dates of coverage, limits of liability, insurers' names, policy numbers, endorsement by representatives of the insurance company, etc. The University should be added as "Additional Insured." In the event the insurance coverage is cancelled, the University must be notified immediately. Failure of an Offeror to provide evidence of such insurance coverage is a material breach and grounds for termination of the contract. The insurance type and coverage limits are listed below:

<u>#</u>	<u>Insurance Type</u>	<u>Coverage Limit</u>
1	Commercial General Liability, including Products and Completed Operations (Written on an Occurrence-based form) (Bodily Injury and Property Damage)	\$2,000,000 per occurrence or more
2	Vehicle Liability (Including Hired & Non-Owned) (Bodily Injury and Property Damage)	\$1,000,000 per occurrence or more
3	Workers Compensation (In compliance with Missouri and Federal Law)	Required for all personnel

PART FOUR, GENERAL CONTRACTUAL REQUIREMENTS (Continued)

SECTION SEVEN. Minority Business Enterprise (MBE) and Women-owned Business Enterprise (WBE)

In accordance with Executive Order 05-30 and 15-06, state agencies shall continue to make every feasible effort to target the percentage of goods and services procured from certified Minority Business Enterprises (MBEs) and Women-owned Business Enterprises (WBEs) to 10% and 10%, respectively. (Also, see RSMo 37.020).

1. A MBE must be at least fifty-one percent (51%) owned and controlled by one or more persons who are United States citizens and members of one of the following racial minority groups: Black, American Indian, Hispanic, Asian Americans or other similar racial groups.
2. A WBE must be at least fifty-one percent (51%) owned and controlled by women who are United States citizens.
3. In order to assist HSSU in meeting MBE/WBE contracting goals, the Offeror is encouraged to utilize MBEs/WBEs for any subcontracts awarded for services and/or equipment provided pursuant to the contract. Offerors should indicate if any subcontractors will be used to fulfill the requirements of the contract. The Offeror should provide specific information regarding subcontracts such as: name of subcontractor, nature and value of subcontract work, etc. The Offeror should indicate whether or not the subcontractor qualifies as a MBE/WBE. Subcontract work shall be defined as work that provides a commercially useful function directly related to the delivery of the service/product required.

SECTION EIGHT. Offeror's Certification

By signature on their proposal, Offerors certify that they comply with:

1. The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government.
2. A condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury, and
3. All terms and conditions set out in this RFP.

If any Offeror fails to comply with (a) through (c) above of this paragraph, the University reserves the right to disregard the proposal, terminate the contract, or consider the Offeror in default.

PART FOUR, GENERAL CONTRACTUAL REQUIREMENTS (Continued)

SECTION NINE. Offeror Status/Relationship

The Offeror represents himself or herself to be an independent Offeror offering such services to the general public and shall not represent himself/herself or his/her employee to be an employee of the University. Therefore, the Offeror shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the University, its officers, agents and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

SECTION TEN. Property of State

All reports, documentation and material developed or acquired by the Offeror as a direct requirement specified in the contract shall become the property of HSSU. The Offeror shall agree and understand that all discussions with the Offeror and all information gained by the Offeror as a result of the Offeror's performance under the contract shall be confidential and that no reports, documentation or material prepared as required by the contract shall be released to the public without the prior written consent of HSSU.

SECTION ELEVEN. Rights

The Offeror agrees and understands that the contract shall constitute an assignment by the Offeror to the University of all rights, title and interest in and to all causes of action that the contract may have under the antitrust laws of the United States or University for which causes of action have accrued or will accrue as the result of or in relation to the particular goods or services purchased or procured by the Offeror in the fulfillment of the contract with the University.

SECTION TWELVE. Supplemental Terms and Conditions

Proposals including supplemental terms and conditions will be accepted, but supplemental conditions that conflict with those contained in this RFP or that diminish the University's rights under any contract resulting from the RFP will be considered null and void. The University is not responsible for identifying conflicting supplemental terms and conditions before issuing a contract award. If a conflict arises after award of contract:

1. If a conflict arises between a supplemental term or condition included in the proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
2. If the University's rights would be diminished as a result of application of a supplemental term or condition included in the proposal or any subsequent agreement, the supplemental term or condition included in that proposal or any subsequent agreement, will be considered null and void.
3. If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

PART FOUR, GENERAL CONTRACTUAL REQUIREMENTS (Continued)

SECTION THIRTEEN. Termination of Contract

1. Termination for Convenience

The University reserves the right to terminate the contract at any time, for the convenience of the University, without penalty of recourse, by giving written notice to the Offeror at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the Offeror pursuant to the terms and conditions of the contract shall, at the option of the University, become property of the University. The Offeror shall be entitled to receive just and equitable compensation for that work completed in accordance with the contract prior to the effective date of termination.

2. Termination for Default

Both parties may terminate the contract by giving written notice of such termination to the other party at least thirty (30) days prior to termination.

No provision in this document or in the Offeror's bid shall be construed, expressly or impliedly, as a waiver by the University of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract.

SECTION FOURTEEN. Work Authorization

Business entities receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Business entities shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. **Effective September 1, 2009**, any entity contracting with the state or any political subdivision of the state shall only be required to provide the referenced affidavit on an annual basis.

PART FIVE

PROPOSAL SUBMISSION INFORMATION

SECTION ONE. Submission of Proposals

1. Proposals must be priced, signed, sealed and returned (with all necessary attachments) to the Business Office, Room 105, by the proposal opening date and time specified in the RFP. The Offeror should include four (4) additional copies along with their original proposal.
2. Open Records – Pursuant to section 610.021(12), the proposal shall be considered an open record after a contract is awarded or after all the proposals have been rejected and the RFP is cancelled.

SECTION TWO. Clarification of Requirements

1. Any and all questions regarding this RFP should be directed to the person listed on page 1 of this document.
2. Offerors shall not contact any other employee(s) of HSSU during the competitive procurement and evaluation processes.
3. The Offerors are advised that the only official position of HSSU is that position which is stated in writing and issued by the Business Office as a RFP, and any amendments thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.

SECTION THREE. Determination of Award

The contract will be awarded to the lowest, responsive, responsible and reliable bidder demonstrating the necessary knowledge, experience and resources to accomplish the requirements set forth in this document.

SECTION FOUR. Determination of Responsiveness

Any proposal which does not comply with the mandatory requirements of the RFP will be determined to be non-responsive and will not be considered for an award.

PART FIVE, Proposal Submission Information (Continued)

SECTION FIVE. Determination of Responsibility and Reliability

The University shall determine the responsibility and reliability of the lowest responsive bidder. HSSU reserves the right to reject any proposal received as unacceptable for reasons which may include but not necessarily be limited to:

1. Receipt of any information, from any source, regarding unsatisfactory experience/performance of similar services by the Offeror within the past five (5) years; and/or
2. Inability of the Offeror to document recent responsible and reliable past experience/performances similar to the services required.

If the lowest responsive Offeror is determined to not be responsible and reliable, the University shall conduct a determination of responsibility and reliability for the next lowest responsive Offeror.

SECTION SIX. Evaluation/Award Process

Award of a contract as a result of this RFP shall be evaluated in accordance with the evaluation criteria listed below. Failure to provide adequate information for evaluation based on the criteria may result in minimal subjective consideration and/or in rejection of the Offeror's proposal.

	Points
6.1 Cost.....	45
6.2 Proposed Method of Performance.....	20
6.3 Offeror's Experience and Reliability.....	35
TOTAL	100

SECTION SEVEN. Cost

Cost shall be evaluated based upon the price(s) indicated by the Offeror on the Pricing Page. The Offeror shall not be entitled to any other form of payment or reimbursement not specifically provided for by this document.

PART FIVE, Proposal Submission Information (Continued)

SECTION EIGHT. Proposed Method of Performance

1. The Offeror shall present a written narrative which clearly and concisely states the method or manner by which the Offeror proposes to satisfy the requirements of this document if selected for contract award.
2. The University reserves the right to reject any proposal received as unacceptable for reasons which may include but not necessarily be limited to receipt of any information, from any source, regarding unsatisfactory performance of similar services by the Vendor within the past five (5) years.

SECTION NINE. Experience and Reliability of Offeror's Organization

Experience and reliability of the Offeror's organization will be considered in the evaluation process. The Offeror shall submit at least four (4) references. Each reference should include organization name, contact person with respective email address, title, telephone number, and address. In addition, the Offeror should provide a brief description of services performed for each reference. The Offeror may utilize Attachment 3 to provide this information.

SECTION TEN. Business Information

Periodically, the University is required to report minority-business and women-business enterprise information to the Office of Administration, Division of Purchasing. Therefore, the Offeror is requested to complete and return Attachment 2 with the proposal. Completion of Attachment 2 does not affect contract award.

PART SIX

PRICING

Offeror MUST complete and return this document with his/her proposal.

The Offeror shall state prices for providing the requested services.

The Offeror must complete, sign, and return this Pricing Page in addition to all other information requested herein.

In addition, the Offeror shall maintain enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services included herein.

Fees (per each anticipated event): \$_____

Total Not-To-Exceed \$ _____

Company Name

Signature/Date

ATTACHMENT ONE

STATE OF MISSOURI

DIVISION OF PURCHASING AND MATERIALS MANAGEMENT (DPMM)

****Please note substitutions in document wording in accordance with the University Procurement Authority Delegation and Procedures for Harris-Stowe State University Delegation.**

DPMM = Harris-Stowe State University Purchasing Department

State of Missouri = Harris-Stowe State University

TERMS AND CONDITIONS – REQUEST FOR PROPOSAL

1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Division of Purchasing and Materials Management (DPMM)**. The agency is also responsible for payment.
- b. **Amendment** means a written, official modification to a RFP or to a contract.
- c. **Attachment** applies to all forms which are included with a RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- d. **Proposal Opening Date and Time** and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals .
- e. **Offeror** means the person or organization that responds to a RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- f. **Buyer** means the procurement staff member of the DPMM. The **Contact Person** as referenced herein is usually the Buyer.
- g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- h. **Contractor** means a person or organization who is a successful Offeror as a result of a RFP and who enters into a contract.
- i. **Exhibit** applies to forms which are included with a RFP for the Offeror to complete and submit with the sealed proposal prior to the specified opening date and time.
- j. **Request for Proposal (RFP)** means the solicitation document issued by the DPMM to potential Offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
- k. **May** means that a certain feature, component, or action is permissible, but not required.
- l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a proposal being considered non-responsive.
- m. **Pricing Page(s)** applies to the form(s) on which the Offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing pages must be completed and submitted by the Offeror with the sealed proposal prior to the specified proposal opening date and time.
- n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of DPMM.
- o. **Shall** has the same meaning as the word must.
- p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.

2. APPLICABLE LAWS AND REGULATIONS

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DPMM.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the RFP or resulting contract shall be in the Circuit Court of Cole County, Missouri.
- f. The contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

- a. It shall be the Offeror's responsibility to ask questions, request changes or clarification, or otherwise advise the DPMM if any language, specifications or requirements of a RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from Offerors regarding specifications, requirements, competitive proposal process, etc., must be directed to the buyer from the DPMM, unless the RFP specifically refers the Offeror to another contact. Such e-mail, fax, or phone communication should be received at least ten calendar days prior to the official Proposal Opening date.
- b. Every attempt shall be made to ensure that the Offeror receives an adequate and prompt response. However, in order to maintain a fair and equitable proposal process, all Offerors will be advised, via the issuance of an amendment to the RFP, of any relevant or pertinent information related to the procurement. Therefore, Offerors are advised that unless specified elsewhere in the RFP, any questions received less than ten calendar days prior to the RFP opening date may not be answered.
- c. Offerors are cautioned that the only official position of the State of Missouri is that which is issued by the DPMM in the RFP or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The DPMM monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among Offerors, price-fixing by Offerors, or any other anticompetitive conduct by Offerors which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The RFP is available for viewing and downloading on the state's On-Line Bidding/Vendor Registration System website. Registered Offerors are electronically notified of the proposal opportunity based on the information maintained in the State of Missouri's vendor database. If a registered Offeror's e-mail address is incorrect, the Offeror must update the e-mail address themselves on the state's On-Line Bidding/Vendor Registration System website.
- f. The DPMM reserves the right to officially amend or cancel a RFP after issuance. It shall be the sole responsibility of the Offeror to monitor the State of Missouri On-Line Bidding/Vendor Registration System website at: <https://www.moolb.mo.gov> to obtain a copy of the amendment(s). Registered Offerors who received e-mail notification of the proposal opportunity when the RFP was established and registered Offerors who have responded to the RFP on-line prior to an amendment being issued will receive e-mail notification of the amendment(s). Registered Offerors who received e-mail notification of the proposal opportunity when the RFP was established and registered Offerors who have responded to the proposal on-line prior to a cancellation being issued will receive e-mail notification of a cancellation issued prior to the exact closing time and date specified in the RFP.

4. PREPARATION OF PROPOSALS

- a. Offerors **must** examine the entire RFP carefully. Failure to do so shall be at Offeror's risk.
- b. Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the RFP, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The Offeror may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the Offeror shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or

requirements and (2) why the proposed equivalent should not be considered an exception thereto. proposals which do not comply with the requirements and specifications are subject to rejection without clarification.

- d. Proposals lacking any indication of intent to proposal an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the RFP.
- e. In the event that the Offeror is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of a RFP, such a Offeror may submit a proposal which contains a list of statutory limitations and identification of those prohibitive clauses. The Offeror should include a complete list of statutory references and citations for each provision of the RFP, which is affected by this paragraph. The statutory limitation and prohibitive clauses may (1) be requested to be clarified in writing by DPMM or (2) be accepted without further clarification if the statutory limitations and prohibitive clauses are deemed acceptable by DPMM. If DPMM determines clarification of the statutory limitations and prohibitive clauses is necessary, the clarification will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the RFP.
- f. All equipment and supplies offered in a proposal must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the RFP.
- h. Bids, including all pricing therein, shall remain valid for 90 days from Proposal Opening unless otherwise indicated. If the proposal is accepted, the entire bid, including all prices, shall be firm for the specified contract period.
- i. Any foreign Offeror not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their proposal in order to be considered for award.

5. SUBMISSION OF PROPOSALS

- a. Proposals may be submitted by delivery of a hard copy to the DPMM office or by mail services. **** Note: Send proposals to HSSU Business Office address.**
- b. If mailed, the sealed envelope or container containing a proposal should be clearly marked on the outside with (1) the official RFP number and (2) the official opening date and time. Different proposals should not be placed in the same envelope, although copies of the same proposal may be placed in the same envelope.
- c. Faxed proposals shall not be accepted for this RFP. However, faxed and e-mail no-bid notifications shall be accepted.

6. PROPOSAL OPENING

- Proposal openings are public on the opening date and at the opening time specified on the RFP document. Only the names of the respondents shall be made available at the opening of proposals. The contents of the responses shall not be disclosed at this time.
- Proposals which are not received in the DPMM office prior to the official due date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late proposals may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

7. PREFERENCES

- a. In the evaluation of proposals, preferences shall be applied in accordance with chapter 34, RSMo, other applicable Missouri statutes, and applicable Executive Orders. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, mined, processed or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority and women-owned businesses in selecting subcontractors.

8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the Offeror and request clarification of the intended bid. The

correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.

- b. Any pricing information submitted by a Offeror shall be subject to evaluation if deemed by the DPMM to be in the best interest of the State of Missouri.
- c. The Offeror is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the RFP, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the Offeror whose proposal (1) complies with all mandatory specifications and requirements of the RFP and (2) is the lowest and best proposal, considering price, responsibility of the Offeror, and all other evaluation criteria specified in the RFP and (3) complies with chapter 34, RSMo, other applicable Missouri statutes, and all applicable Executive Orders.
- e. In the event all Offerors fail to meet the same mandatory requirement in a RFP, DPMM reserves the right, at its sole discretion, to waive that requirement for all Offerors and to proceed with the evaluation. In addition, the DPMM reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The DPMM reserves the right to reject any and all proposals. When all proposals are non-responsive or otherwise unacceptable and circumstances do not permit a rebid, DPMM may negotiate for the required supplies.
- g. When evaluating a proposal, the State of Missouri reserves the right to consider relevant information and fact, whether gained from a proposal, from a Offeror, from Offeror's references, or from any other source.
- h. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of a contract.
- i. Negotiations may be conducted with those Offerors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing Offerors.
- j. Any award of a contract shall be made by notification from the DPMM to the successful Offeror. The DPMM reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by DPMM based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- k. Pursuant to Section 610.021 RSMo, proposals and associated documentation shall not be available for public review until after a contract is executed or all proposals are rejected.
- l. The DPMM posts all proposal results on the On-line Bidding/Vendor Registration System website for all vendors to view for a reasonable period after proposal award. The DPMM maintains images of all proposal file material for review. Offerors who include an e-mail address with their proposal will be notified of the award results via e-mail.
****NOTE: HSSU does not post bid results online. Results are available upon request only.**
- l. The DPMM reserves the right to request clarification of any portion of the Offeror's response in order to verify the intent of the Offeror. The Offeror is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any proposal award protest must be received within ten (10) business days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (9).
- n. The final determination of contract award(s) shall be made by DPMM.

9. CONTRACT/PURCHASE ORDER

- a. By submitting a proposal, the Offeror agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the RFP and any amendments thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's response (proposal) to the RFP including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) DPMM's acceptance of the proposal by "notice of award" or by "purchase order." All Exhibits and Attachments included in the RFP shall be incorporated into the contract by reference.
- c. A notice of award issued by the State of Missouri does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the State of Missouri, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the state agency.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the DPMM or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method

and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

10. INVOICING AND PAYMENT

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DPMM.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFP.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in section 34.055, RSMo.
- g. The State of Missouri reserves the right to purchase goods and services using the state purchasing card.

11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

12. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

13. WARRANTY

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the DPMM, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

14. CONFLICT OF INTEREST

- a. Elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454, RSMo, regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the proposal the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

15. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

16. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, the DPMM may cancel the contract. At its sole discretion, the DPMM may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide DPMM within 10 working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DPMM will issue a thirty (30) notice of cancellation terminating the contract. If it is determined the DPMM improperly cancelled the contract, such cancellation shall be deemed a termination for convenience in accordance with the contract.
- c. If the DPMM cancels the contract for breach, the DPMM reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the DPMM deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

17. COMMUNICATIONS AND NOTICES

Any notice to the Offeror/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the Offeror/contractor.

18. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the DPMM immediately.
- b. Upon learning of any such actions, the DPMM reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;

- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the DPMM shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DPMM until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

21. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

22. FILING AND PAYMENT OF TAXES

The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore Offeror's failure to maintain compliance with chapter 144, RSMo, may eliminate their proposal from consideration for award.

23. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

ATTACHMENT 2

MINORITY VENDOR INFORMATION

In order to identify information requested by the Office of Administration, Division of Purchasing, please complete the following by placing a check mark in the appropriate box next to the classification which best represents your business. Completion of the following information does not affect purchase order/contract award.

- ☐ A. Small, Minority, Missouri
- ☐ B. Small, Non-Minority, Missouri
- ☐ C. Small, Minority, Non-Missouri
- ☐ D. Small, Non-Minority, Non-Missouri
- ☐ E. Large, Minority Missouri
- ☐ F. Large, Non-Minority, Missouri
- ☐ G. Large, Minority, Non-Missouri
- ☐ H. Large, Non-Minority, Non-Missouri
- ☐ I. Female-Owned Business
- ☐ J. Unable to Classify

SMALL: An organization with less than 500 employees.

LARGE: An organization with greater than 500 employees.

MINORITY:

An organization that has been (1) certified socially and economically disadvantaged by the Small Business Administration, (2) certified as a minority business enterprise by a state or federal agency, or (3) is an independent business concern that is 51% owned and controlled by a minority group member including:

- a. Black American
- b. Hispanic American with origins from Puerto Rico, Mexico, Cuba, South or Central America
- c. Native Indian, Eskimo, or Native Hawaiian
- d. Asian Pacific American with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, northern Marianas, Laos, Cambodia, Taiwan, or the Indian Subcontinent

NON-MINORITY:

An organization that does not satisfy the criteria listed above for Minority.

MISSOURI:

An organization whose state of incorporation is in Missouri, or if not incorporated whose principal place of business is in Missouri.

NON-MISSOURI:

An organization whose state of incorporation is not in Missouri, or if not incorporated whose principal place of business is located outside Missouri.

For example: An organization having 50 employees, owned by a Black American, and whose General Mailing Address is Tampa, Florida would be classified as follows: Small, Minority, Non-Missouri.

ATTACHMENT 3

OFFEROR'S PRIOR EXPERIENCE/REFERENCES

PRIOR SERVICES PERFORMED FOR:

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERSON FAMILIAR WITH PERFORMANCE _____

TITLE _____ TELEPHONE NO. _____

DESCRIPTION OF PRIOR SERVICES PERFORMED:

CONTRACT PERIOD: FROM: _____ TO: _____

SUMMARY OF SERVICES PERFORMED: _____

PRIOR SERVICES PERFORMED FOR:

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERSON FAMILIAR WITH PERFORMANCE _____

TITLE _____ TELEPHONE NO. _____

DESCRIPTION OF PRIOR SERVICES PERFORMED:

CONTRACT PERIOD: FROM: _____ TO: _____

SUMMARY OF SERVICES PERFORMED: _____

ATTACHMENT 3 (Continued)

OFFEROR'S PRIOR EXPERIENCE/REFERENCES (Continued)

PRIOR SERVICES PERFORMED FOR:

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERSON FAMILIAR WITH PERFORMANCE _____

TITLE _____ TELEPHONE NO. _____

DESCRIPTION OF PRIOR SERVICES PERFORMED:

CONTRACT PERIOD: FROM: _____ TO: _____

SUMMARY OF SERVICES PERFORMED: _____

PRIOR SERVICES PERFORMED FOR:

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERSON FAMILIAR WITH PERFORMANCE _____

TITLE _____ TELEPHONE NO. _____

DESCRIPTION OF PRIOR SERVICES PERFORMED:

CONTRACT PERIOD: FROM: _____ TO: _____

SUMMARY OF SERVICES PERFORMED: _____

ATTACHMENT 3 (Continued)

OFFEROR'S PRIOR EXPERIENCE/REFERENCES (Continued)

PRIOR SERVICES PERFORMED FOR:

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERSON FAMILIAR WITH PERFORMANCE _____

TITLE _____ TELEPHONE NO. _____

DESCRIPTION OF PRIOR SERVICES PERFORMED:

CONTRACT PERIOD: FROM: _____ TO: _____

SUMMARY OF SERVICES PERFORMED: _____

PRIOR SERVICES PERFORMED FOR:

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERSON FAMILIAR WITH PERFORMANCE _____

TITLE _____ TELEPHONE NO. _____

DESCRIPTION OF PRIOR SERVICES PERFORMED:

CONTRACT PERIOD: FROM: _____ TO: _____

SUMMARY OF SERVICES PERFORMED: _____
