

USG Club Coach for Racquetball Club Spring FY19

Club Coach for UConn Racquetball Club

Open	1/17/2019 4:30 PM EDT	Type	Purchasing- Request for Proposal
Close	1/25/2019 2:00 PM EDT	Number	CK011819C
		Currency	US Dollar

Contacts

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Commodity Codes

Commodity Code	Description
306	Professional Services

Description

Intent to Bid Directions:

Suppliers intending to bid must read and follow the proposal Submittal Instructions provided at the end of the Description Content.

For: Club Coach for UConn Racquetball Club

The University of Connecticut is seeking proposals from experienced and qualified individuals to submit proposals for coaching the UConn Archery Club for the Spring 2019 semester.

It is the University's intent to award to one (1) provider for these services.

Submittal Instructions:

There are a number of sections within this bid that requires your attention.

1. Prerequisites- If there are any forms or questions within this section they are required fields.
2. Buyer Attachments- These will be attachments related to the bid.
3. Questions- This section is a point by point response to a number of content including Scope of Work, References, Terms and Conditions, Contract Requirements and Required Submittals.
4. Additional Item Field- If applicable please provide any required information.
5. Items- If applicable please provide any required pricing information.

Point of Contact & Communication:

Upon formal issuance of a Sourcing Event, the University and Proposer(s) will cease all informal communications relevant to the Sourcing Event. All communications and/or inquiries regarding this Sourcing Event must be directed to the contact person identified within. All questions must be submitted through this portal. Upon Sourcing Event status change with the selected Proposer(s), all other Proposers will be notified as to their Sourcing Event status, or when the University formally rejects all proposals and cancels the Sourcing Event process. Failure to adhere this provision may result in a Proposer being declared ineligible, proposal rejection, or Sourcing Event cancellation. The University will not respond to any request for clarification received after the Deadline for Proposer Questions has expired.


Under no circumstances, may any proposer or its representative contact any employee or representative of the University regarding this Sourcing Event prior to the closing date. Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in proposer being considered as non-compliant and ineligible for award.


Questions and Answers:

Please submit all questions through this portal . All Questions and answers will be managed through this portal. Question and answers are incorporated into the Sourcing Event and may be incorporated along with the Sourcing Event into any resulting contract. Failure of a Proposer to not acknowledge the Questions and Answers shall not relieve the Proposer of any responsibility for complying with the terms thereof.

Prerequisites

There are no Prerequisites added to this event.

 Required to View Event

 Required to Enter Bid

Buyer Attachments

1. [Personal Service Agreement](#)

Questions

★ Required Questions

Group	Form of Proposal	
1.1.1	Proposer understands that the University reserves the right to reject any and all proposals, waive irregularities or technicalities in any offer, and accept any offer in whole or in part which it deems to be in its best interest.	★
1.1.2	Proposer hereby certifies: (a) that this proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; (b) that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; (c) that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the University.	★
1.1.3	Proposer agrees that the response to this proposal is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.	★
1.1.4	Is proposer currently a State of Connecticut Small Business Enterprise and certified with the State of CT Department of Administrative Services?	★
1.1.5	Please acknowledge by entering "Agree" for payment terms of 2% 15 days, Net 45 days or provide alternate payment terms.	★
1.1.6	Sales Representative Contact Information - please include name, telephone #, email address and attach resume.	★
1.1.7	Confidential Information: The University treats Proposals as confidential until after the award is issued. At that time they become subject to disclosure under the Freedom of Information Act. If a bidder wishes to supply any information, which it believes is exempt from disclosure under the act, said bidder should summarize such information in a separate file, upload here and mark as Confidential. However, any such information is provided entirely at the bidder's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the bidder in connection with its proposal.	★
1.1.8	Freedom of Information: The University is subject to the CT Freedom of Information Act, found in Chapter 14 of the CT General Statutes. Two exceptions may apply are as follows: (1) Conn. Gen. Stat. sec. 1-210(b)(24) permits the University to withhold records related to the procurement process while bidding and contract negotiations are underway (this moratorium is temporary and lasts only until the contract has been executed or negotiations are abandoned); and Conn. Gen. Stat. sec. 1-20(b)(5) permits the University to withhold records in its possession in the event they contain trade secrets (or really any intellectual property). In the event that the University determines that Conn. Gen. Stat. sec. 1-210(b)(5) may apply to a given request for the records in questions, the responsibility to substantiate claims that said would reveal trade secrets and meet the exemption requirements would need to be borne by the owner of said trade secrets, not the University.	★
1.1.9	Conflict of Interest: The bidder shall disclose and identify to the University, with its proposal, any relationships, which may constitute a potential conflict of interest with the University of Connecticut Procurement Services Department, or any other University organizations or departments for the purpose of determining whether a conflict of interest exists. All such disclosures require acceptance/approval action on the part of the University, who shall determine, in its sole discretion, whether an impermissible conflict exists.	★
1.1.10	Ethics and Compliance Reporting/Whistleblower Protection: The Office of University Compliance is responsible for handling anonymous ethics and compliance reporting. As a provider of goods and/or services to the University, you are hereby required to notify your employees, as well as any subcontractors, who are involved in the implementation of this contract, of this reporting mechanism. Any person who is aware of unethical practices, fraud, violation of state laws or regulations, or other concerns relating to University policies and procedures can report such matters anonymously using the information provided on their website at https://compliance.uconn.edu	★
1.1.11	Communications: All formal communications in regards to this solicitation must be in writing in the portal. Until the time when the University posts notification of intent to award; all communications in regards to this solicitation must be sent to the Procurement representative via email. Failure to adhere to this provision may result in a proposer being declared ineligible, proposal rejection, or solicitation cancellation.	★

- Unless specifically authorized in writing by the University's Communications Department on a case by case basis, the Contractor shall have no right to use, and shall not use, the name of the University of Connecticut, its officials or employees, or the Seal of the University, a) in any advertising, publicity, promotion; nor b) to express or imply any endorsement of Contractor's products or services; nor c) to use the name of the state, its officials or employees or the University seal in any manner (whether or not similar to uses prohibited by subparagraphs (a) and (b) above) except only to manufacture and deliver in accordance with this agreement such items as are hereby contracted by the University. ★
- 1.1.12
- The proposing vendor must certify that no elected or appointed official or employee or student of the University has benefited, or will benefit financially or materially from the proposed services. The University may terminate any contract resulting from this bid, if it is determined that gratuities of any kind were either offered to, or received by, any University officer or employee contract to this policy. The authorized signatory of a submitted proposal automatically attests this to be true. (See also Attachment of Governor Rell's Memo to Vendors Conducting Business with the State of Connecticut). The laws of the State of Connecticut provide it is a felony to offer, promise or give anything of value or benefit to a State employee with intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duty. Evidence of violation of this statute will be turned over to the proper prosecuting attorney. See Code of Ethics in CT ★
- 1.1.13

Group 1.2: Standard Contract Terms and Conditions

- The following terms and conditions will govern in the submission and evaluation of proposals and the award of a contract. Bidders are requested to carefully review the terms and conditions, as they will become part of any subsequent agreement and award process.
- 1.2.1 Contract Status: The response to this solicitation will be considered an offer to contract. Final negotiations on the highest evaluated offer will be conducted to resolve any differences and informalities. After final negotiations, the University will issue an acceptance of the proposal offer. ★
- 1.2.2 Contract Modification: All changes to the contract must be agreed to, in writing, by both parties prior to executing any change. ★
- 1.2.3 Contract Assignment or Subcontract: The resulting contract shall not be assigned, transferred, or sublet in whole or in part without the prior written approval of the University. ★
- 1.2.4 Notification of Selected Firm: All Proposers will receive written notification of the selected firm after the evaluation committee has approved their selection. ★
- 1.2.5 Contract Commencement: The contract will commence upon execution and final approval by the Office of the Attorney General. The Project covered under the contract will be based on the specific University requirements or requests. The University can neither project nor guarantee a specific volume of business over the term of any contract that may result from this solicitation. ★
- 1.2.6 Ownership of Subsequent Samples: Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of the University unless otherwise stated in the contract. ★
- 1.2.7 Samples: The quality of accepted samples does not supersede the specifications for quality in the RFP unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted sample. ★
- 1.2.8 Samples: Samples shall be furnished free of charge. Bidders must indicate if return of any sample is desired. The University shall comply with such request provided samples are returned at bidder's sole cost and expense, FOB Bidder's destination, and that they have not been made useless by testing. If they are useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries. ★
- 1.2.9 If the vendor fails to deliver or has delivered nonconforming goods, the University shall provide a cure notice as soon as discrepancy is identified. The vendor shall have up to ten (10) business days to correct the deficiency. If the vendor continues to be in default, Procurement will have the right to procure the correct goods from another source and charge the difference between the contracted price and the market price to the defaulting vendor. ★
- 1.2.10 Unless otherwise noted, prices shall include delivery and transportation charges fully prepaid F.O.B. DESTINATION. No extra charges for packing or packages will be allowed. ★

Group 1.3: State of Connecticut Terms and Conditions

- 1.3.1 Please indicate that your firm agrees to all the State of Connecticut terms and conditions found at this website: <http://contracting.uconn.edu/terms-and-conditions>. If your firm disagrees to any, please choose disagree and provide explanation and/or alternate language in the next line. ★
- 1.3.2 Please provide your exceptions to the State of CT terms and conditions as well as explanation and/or alternate language (if applicable).

**Group
1.4:**

Term and Conditions Applicable to any Program Involving Minors

- Connecticut General Statutes Sections 17a-101 through 17a-103a, inclusive, currently set forth Connecticut's mandatory reporting laws concerning known or suspected abuse or neglect of a minor.
- A. Contractor is aware of its reporting obligations pursuant to Sections 17a-101 through 17a-103a, as may be amended from time to time, and will ensure that all of its employees or volunteers who will supervise or otherwise come into contact with minor attendees of any of Contractor's programs using University of Connecticut facilities are fully aware of and have been sufficiently trained to comply with said reporting obligations. ★
- 1.4.1 B. Contractor's failure (including the failure of any of Contractor's employees or volunteers) to comply with Section 1 A. herein may, without limitation, result in immediate termination of this Agreement and Contractor may be disqualified from entering into further contracts with the University of Connecticut.
- 2.1.1 Coaching Services 01/28/2019 (or upon fully executed Personal Service Agreement) - 04/15/2019 (except school breaks and holidays) ★
- 2.1.2 Coach will attend all practices and games. ★
- 2.1.3 Anticipated practice schedule:
Weekly: Mondays (5-7pm or 8pm-10pm), Wednesdays when available (8-10pm), and adhoc sessions during the weekend
Location: UConn Field House - Racquetball courts ★
- 2.1.4 Anticipated game schedule:
Meet #4 Jan 25th-27th, Millersville, MD - Starts by 10AM Friday ★
Meet #5 - Regionals Feb 22nd-24th, Location TBD - Starts by 10AM Friday
- 2.1.5 Provide a written plan (in Word and uploaded) as to how you will provide the services listed above. ★
- 3.1.1 Refer to the Buyer Attachments section for the Personal Service Agreement. This will be the agreement format used with the awarded bidder. ★
- 3.1.2 If you disagree with 3.1.1 provide detailed information in the items you take exception to and offer alternate language. Please upload a Word document with this information.

**Group
4.1:**

References

- 4.1.1 Provide references - these references should be of comparable size and scope to the University's requirements in this solicitation. Reference #1 Customer Name ★
- 4.1.2 Reference #1 Street Address, City, State, Zip ★
- 4.1.3 Reference #1 Contact Name ★
- 4.1.4 Reference #1 Email Address for Contact ★
- 4.1.5 Reference #1 Phone Number for Contact ★
- 4.1.6 Reference #1 Contract Dates ★
- 4.1.7 Reference #1 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.8 Reference #2 Customer Name ★
- 4.1.9 Reference #2 Street Address, City, State, Zip ★
- 4.1.10 Reference #2 Contact Name ★
- 4.1.11 Reference #2 Email Address for Contact ★
- 4.1.12 Reference #2 Phone Number for Contact ★
- 4.1.13 Reference #2 Contract Dates ★
- 4.1.14 Reference #2 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.15 Reference #3 Customer Name ★
- 4.1.16 Reference #3 Street Address, City, State, Zip ★
- 4.1.17 Reference #3 Contact Name ★
- 4.1.18 Reference #3 Email Address for Contact ★
- 4.1.19 Reference #3 Phone Number for Contact ★
- 4.1.20 Reference #3 Contract Dates ★
- 4.1.21 Reference #3 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.22 Reference #4 Customer Name ★
- 4.1.23 Reference #4 Street Address, City, State, Zip ★

- 4.1.24 Reference #4 Contact Name ★
- 4.1.25 Reference #4 Email Address for Contact ★
- 4.1.26 Reference #4 Phone Number for Contact ★
- 4.1.27 Reference #4 Contract Dates ★
- 4.1.28 Reference #4 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 4.1.29 Reference #5 Customer Name ★
- 4.1.30 Reference #5 Street Address, City, State, Zip ★
- 4.1.31 Reference #5 Contact Name ★
- 4.1.32 Reference #5 Email Address for Contact ★
- 4.1.33 Reference #5 Phone Number for Contact ★
- 4.1.34 Reference #5 Contract Dates ★
- 4.1.35 Reference #5 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★

Product Line Items

★ Product Line Items

There are no Items added to this event.

Service Line Items

★ Service Line Items

1 Rates

#	Item Name, Commodity Code, Description	Allow Alternates	Qty.	UOM	Requested Service Delivery
S1	Rate for services Refer to Scope of Work		1	LO - Lot	1/28/2019 to 4/15/2019