

Protective Goods for Football Program

The University of Connecticut is soliciting this Request for Proposal (RFP) to identify a supplier(s) to provide the UConn Football Program's protective equipment for practice and competition. This

Open	5/8/2019 11:00 AM EDT	Type	Purchasing- Request for Proposal
Close	5/23/2019 2:00 PM EDT	Number	KA050819
		Currency	US Dollar
Sealed Until	5/23/2019 2:00 PM EDT		

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Commodity Codes

Commodity Code	Description
25	Athletic Equipment and Services

Description

Intent to Bid Directions:

Suppliers intending to bid must read and follow the proposal Submittal Instructions provided below.

Questions Due Tuesday, May 14, 2019 @ 2:00 PM

Answers to questions will be provided by Friday, May 17, 2019.

About UConn - General:

The University is a Land, Sea, and Space Grant consortium institution, which occupies over 4302 acres, enrolling over 30,000 students for the academic year of 2016-2017. The total construction-related budget for fiscal year 2014 was \$2.1 billion dollars and on-going initiatives include UCONN 2000 & 21st Century UConn, Next Generation Connecticut, and Bioscience Connecticut. The main campus is located in Storrs, Connecticut and regional campuses located throughout Connecticut. Regional campuses include Avery Point in Groton, Stamford, Waterbury, and Hartford. Its academic health center, UConn Health, is located in Farmington, Connecticut. The UConn School of Law is located in West Hartford, Connecticut. Detailed University demographics are available via the following link:

[2019 Fact Sheet.](#)

Scope of Work:

The University of Connecticut is soliciting this Request for Proposal (RFP) to identify a supplier(s) to provide the UConn Football Program's protective equipment for practice and competition. This would include, but not be limited to: Helmets, Shoulder Pads, Leg Protection, Harnesses, Restraints, and all necessary protective and preventative accessories for new purchases as well as yearly reconditioning services for all products provided.

In soliciting bids, it is the University's intent to establish a single primary source for this product. If, in the University's opinion, savings can be realized by using additional providers, the University will reserve the right to do so. The University will also reserve the right to negotiate by line item prior to any award and place orders in any manner deemed by the University to be in its best interest. The University reserves the right to make multiple awards resulting from this Request for Proposal should it believe that it would be in its best interest to do so.

RFP Definitions:

"Request for Proposals (RFP)" means all documents, whether attached or incorporated by reference, utilized for soliciting proposals. Awards made as a result of an RFP shall be based upon "Competitive negotiations".

"Competitive negotiation" means a procedure for contracting for supplies, materials, equipment or contractual services, in which proposals are solicited from qualified suppliers by a request for proposals, and changes may be negotiated in proposals and prices after being submitted.

"Addenda" means written and/or graphic instructions issued by the University subsequent to the receipt of proposals that modify or interpret the Request for Proposal documents by addition, deletions, clarification, or corrections.

"Proposer" means a person, firm or corporation submitting a proposal in response to a Request for Proposal.

"Contractor" means any business that is awarded, or is a subcontractor under, a contract or an amendment to a contract with a state contracting agency under statutes and regulations concerning procurement, including, but not limited to, a small contractor, minority business enterprise, an individual with a disability, as defined in section 4a-60, or an organization providing products and services by persons with disabilities.

"Informal communications" means any communication method other than written emails to the Point of Contact Person identified for this RFP.

"Non-Acceptance of Proposal" means another proposal was deemed more advantageous to the University or that all proposals were rejected.

"Offer" or "Proposal" means the Proposer's response to this Request for Proposal.

"Services" shall mean all services described within the scope of this RFP.

"Agreement" shall mean the contract issued as a result of this Request for Proposal.

"CT-based Businesses" shall be a firm that is: (i) a business entity organized, headquartered and operating in the State of Connecticut for at least one year prior to the date of bid submission; or (ii) a business entity that is authorized to do business in Connecticut, maintains an operating location in Connecticut, and has generated over 50% of its annual gross revenues each year, over the past five (5) years prior to the date of bid submission, from work on projects located in Connecticut.

"Joint Venture" in this sourcing context refers to firms that may have familiarity within particular areas but may not be subject matter experts in all necessary areas; therefore, the University welcomes joint venture proposals.

"SBE/MBE Firm" shall refer to a certified Small Business Enterprise/Minority Business Enterprise firm that meets the qualifications as determined by legislation, Connecticut General Statute 4a-60g (Supplier Diversity Statue) as amended by Public Act 11-229.

"University" or "UConn" or a pronoun used in its place shall mean the University of Connecticut main campus at Storrs, Connecticut as well as its five regional campuses and the Cooperative Extension Offices.

"UConn Health" or "UCH" shall mean University of Connecticut Health and its affiliates.

Proposal Selection Evaluation Criteria:

All proposals will be evaluated by a selection committee, using the specific evaluation criteria listed in the table below. Each criterion has been assigned a point value. The evaluation committee will conduct a comprehensive review and analysis of the received proposals and recommend which proposals are the most advantageous to the needs of the University.

Evaluation Criteria Descriptions and Weights

Pricing: Pricing provided; Other financial incentives - additional value-added offers. **Weight:** 20 Points

Company & Management Information: Experience in managing an account of similar size and scope; Plan of operation to achieve the objectives set forth in this RFP; Customer services philosophy, policies and practices. **Weight:** 10 Points

Technical Capabilities & Delivery of Services: Proposed services; partnership relationships; level and area of protection provided. **Weight:** 35 Points

Demonstrated Experience, Qualifications & Customer Services in Support of Account: Staffing Plan; Experience with Division 1 Football Programs; NOCSAE standards. **Weight:** 35 Points

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. Supplier Attachments- This section is available to suppliers to upload any necessary attachments.
4. 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.
5. Additional Item Field- Not Applicable
6. 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.

Campus Visitor Parking: At all Campuses parking is strictly regulated and violations are subject to monetary fines. Visitors must park only in areas specifically designated for general public parking (signed, paved, and lined parking areas and/or parking garage). Detailed parking information is available at the following links:

[UCONN Parking Services \(Main and Regional Campuses\)](#)

On-Site Accommodations:

If a Proposer requires on-site accommodations, the University recommends visitors stay on campus at the Nathan Hale Inn. This facility provides parking, complimentary access to the campus shuttle, and may provide preferred rates for long term stays. Contact information is available at the following link: www.nathanhaleinn.com.


Supplier Diversity:

The University of Connecticut is committed to providing a professionally inclusive environment within which small and minority businesses are encouraged to participate in the procurement experience, as they are afforded equal access to the bid process that transfers goods and services to the campus communities. As such, we encourage participation by Small (SBE), Minority-Owned (MBE), Woman-Owned (WBE) businesses, and businesses owned by persons with a disability (DisBE), certified as such by the State of Connecticut's Department of Administrative Services (DAS) Supplier Diversity Division, pursuant to Connecticut General Statute 32-9e. Additionally, the University encourages Connecticut-based businesses to participate within this public bid process.

To become a DAS-Certified S/M/W/DisBE, your company must meet the qualifications as determined by legislation, under §4a-60g of the Connecticut General Statutes (CGS). For further information, please visit this website: <https://portal.ct.gov/DAS/Services/Licensing-Certification-Permitting-and-Codes/Small-Minority-Business-Center> or contact the DAS Supplier Diversity Division (Set-Aside Program) at (860) 713-5057. To learn about the University of Connecticut's Supplier Diversity Program (USDP), please visit <http://supplierdiversity.uconn.edu>, or contact the USDP by e-mail at supplierdiversity@uconn.edu or by phone at (860) 486-2614.

Contract Term:

Initial term of three (3) years, plus two (2) additional one (1) extensions, or any part or combination thereof, for a total potential contract terms of five (5) years.

 Required to View Event

Prerequisites

★ Required to Enter Bid

1. A mandatory pre-proposal meeting is scheduled for this sourcing event.

Buyer Attachments

There are no Buyer Attachments added to this event.

Questions

★ Required Questions

Group 1.1:

Definitions

- 1.1.1 "Reconditioning or Recondition" is the inspection, cleaning, sanitizing and repair/restoration of athletic equipment to the original performance standard. ★
- 1.1.2 "Recertification or Recertify" means the reconditioning, testing and labeling of athletics equipment that has previously met the NOCSAE standard and recertification standard. A helmet cannot be recertified without being reconditioned. ★
- 1.1.3 "National Operating Committee on Standards for Athletic Equipment" (NOCSAE) is an independent and nonprofit standards development body with the sole mission to enhance athletic safety through scientific research and the creation of performance standards for athletic equipment. ★

Group 2.1:

Executive Summary

- 2.1.1 Provide a summary to include what is being proposed, the important points of the proposal and key benefits of being selected as the Contractor. ★

Group 2.2:

Form of Proposal

- 2.2.1 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. ★
- 2.2.2 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. ★
- 2.2.3 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. ★
- 2.2.4 Is proposer currently a State of Connecticut Small Business Enterprise and certified with the State of CT Department of Administrative Services? ★
- 2.2.5 Please acknowledge by entering "Agree" for payment terms of 2% 15 days, Net 45 days or provide alternate payment terms. ★
- 2.2.6 Sales Representative Contact Information - please include name, telephone #, email address and attach resume. ★
- 2.2.7 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. ★

- 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.
- 2.2.8 ★
- 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.
- 2.2.9 ★
- 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>
- 2.2.10 ★
- 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.
- 2.2.11 ★
- 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.
- 2.2.12 ★
- 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
- 2.2.13 ★

Group 2.3:

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.
- 2.3.1 ★
- 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.
- 2.3.2 ★
- Contract Modification: All changes to the contract must be agreed to, in writing, by both parties prior to executing any change.
- 2.3.3 ★
- 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.
- 2.3.4 ★
- Notification of Selected Firm: All Proposers will receive written notification of the selected firm after the evaluation committee has approved their selection.
- 2.3.5 ★
- 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.

- 2.3.6 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, when applicable, unless otherwise stated in the contract. ★
- 2.3.7 Samples: When applicable, 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. ★
- 2.3.8 Samples: When applicable, 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. ★
- 2.3.9 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. ★
- 2.3.10 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 2.4: State of Connecticut Terms and Conditions**
- 2.4.1 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. ★
- 2.4.2 Please provide your exceptions to the State of CT terms and conditions as well as explanation and/or alternate language (if applicable).
- Group 2.5: Delivery Requirements**
- 2.5.1 Delivery Requirements: The University is in the midst of an ambitious, campus-wide building campaign which has resulted in the closing and/or relocation of roads and driveways through the Storrs campus, often times resulting in traffic congestion and making access to buildings and parking at the University difficult. To safeguard the students, faculty and staff, as well as the aesthetic beauty of the University, all bidders are reminded that the following rules and considerations will be required when making deliveries to any University of Connecticut campus: Driving speeds on campus must be kept at a maximum of 25 mph to ensure maximum safety. Pedestrians have the right of way at all times. ★
- 2.5.2 All traffic signs, lights or other indicators are to be obeyed. This is of utmost importance given the amount of construction and pedestrians on campus. ★
- 2.5.3 It is required that deliveries to any dining facility loading dock be made utilizing a maximum sized 24', 6 wheel truck. To facilitate other deliveries, it is imperative delivery trucks have the capability to off load large quantities (pallets) in short periods of time. No trailers are allowed. ★
- 2.5.4 Driving on sidewalks, unless otherwise posted, is forbidden. Violators will be tickets and chronic violators may be barred from doing business with the University. In those areas where sidewalk driving is permitted and required, drivers must employ adequate skills so as to avoid driving on adjacent green spaces. ★
- 2.5.5 Queuing up on sidewalks or in traffic lanes to await load zone access is not permitted as this poses a safety hazard to pedestrians and other vehicular traffic. ★
- 2.5.6 Drivers are required to shut off engines while making deliveries to loading zones. ★
- 2.5.7 Pallets will be picked up a daily basis. ★
- Group 2.6: Contract Transition**
- 2.6.1 At the end of the contract term resulting from this RFP, the University may publish another RFP for such services. The awarded vendor of this current RFP agrees to provide a smooth and orderly transition to any new Football Protection provider (Successor) to ensure minimal disruption and to avoid any decline in service to University staff and student-athletes. Respondent must be available and cooperative in any transition at the contract close-out. ★
- Group 3.1: Scope of Work**
- 3.1.1 The University of Connecticut is soliciting this Request for Proposal (RFP) to identify a supplier(s) to provide the UConn Football Program's protective equipment for practice and competition. This would include, but not be limited to: Helmets, Shoulder Pads, Leg Protection, Harnesses, Restraints, and all necessary protective and preventative accessories for new purchases as well as yearly reconditioning services for all products provided. ★

Group 3.2:	Company & Management Information	
3.2.1	Must have at least three (3) years of experience providing Football Protective product to collegiate level student/athletes and must be able to meet the qualifications and specifications set forth by the National Operations Committee on Standards for Athletic Equipment (NOCSAE). Please provide information substantiating your firm has met this qualification.	★
3.2.2	Provide a historical perspective of your company, for example: years in business, growth via mergers and acquisitions, key industry innovations, etc.	★
3.2.3	What are your company's corporate values? Please describe your corporate culture. Please provide your company's mission, values, and vision statement.	★
3.2.4	How many total employees work for your company?	★
3.2.5	Are you registered with the State of Connecticut as a small disadvantaged, women, or veteran owned business?	★
3.2.6	Describe your company's office locations and types (full service, on-site, out-plant, etc.) including any affiliate relationships.	★
3.2.7	Describe the qualities that differentiate your company from competition as it relates to protective football equipment.	★
3.2.8	Why are you the best partner for us now? Why are you the best partner for us in the future?	★
Group 3.3:	Account Management & Supplier Management	
3.3.1	The Respondent shall designate at least one (1) dedicated individual for UCONN Athletics. The account manager will be responsible for compliance with the terms and conditions of this agreement, including, but not limited to: providing the programs with superior customer service and delivering a line of product that meets the needs of a NFL caliber level athlete in a timely fashion while meeting all rule and regulations set forth by the NCAA and conference.	★
3.3.2	Please describe your organization's management hierarchy. Who will be responsible locally, regionally, and/or nationally for this account? Please provide specific names, titles, locations, and phone numbers. Will each of these resources be exclusively assigned to support the University account? If not, how many other accounts will they support? Provide the resume of the proposed account manager that will be assigned to this initiative.	★
3.3.3	What is your process for reporting ongoing progress and/or issues with the University's account?	★
3.3.4	Describe your process for annual reviews and for benchmarking the relationship with our program. Who will perform that role?	★
3.3.5	How can you assist the University with its goal for cost reduction?	★
Group 3.4:	Billing, Payments and Invoicing	
3.4.1	Invoices: Please describe how the billing structure will work and who the University will deal with in this area.	★
3.4.2	Billing Dispute Resolution: All Respondent-caused billing errors/disputes must be completely resolved by the Respondent within thirty (30) days after notification.	★
Group 3.5:	Pricing Proposal	
3.5.1	Please provide as an upload in the Supplier Attachment a current listing of Football Protective product offered in your proposal. Please include all manufacturers and discount off. Also, please include any value-added financial incentives such as volume discounts, incentive programs, sponsorship agreements, etc.	★
3.5.2	All prices shall remain fixed for a minimum of one (1) year from award date. Pricing must include all shipping, delivery, etc. fees.	★
3.5.3	Price increases thereafter, and for the duration of this contract will be allowed when they are based on documented changes in the vendors laid in cost of product or other discounts allowed.	★
3.5.4	A price increase may be allowed when prices quoted in response to this Request for Proposal may be adjusted up or down in an amount not to exceed the Consumer Price Index (CPI), appropriate for the commodity, as published by the United States Department of Labor. The University will expect any increases to be consistent with those applied to other customers of comparable size and nature. Recommendations for a procedure to review requested increases should be addressed in your bid response.	★
3.5.5	The University Purchasing Department must be notified of an increase a minimum of thirty (30) days prior to the effective date and, the vendor must provide the University any and all documentation it may require to support the proposed price increases.	★

Group 4.1:	Affidavits and Certifications	
4.1.1	Form 1 Gift and Campaign Contribution Certification, please download, complete and attach http://www.ct.gov/opm/lib/opm/OPM_Form_1_Gift_and_Campaign_Contribution_Certification_3-28-14.pdf	★
4.1.2	Form 5 Consulting Agreement, please download, complete and attach http://www.ct.gov/opm/lib/opm/OPM_Form_5_Consulting_Agreement_Affidavit_3-28-14.pdf	★
4.1.3	Form 6 Affirmation of Receipt of State Ethics Law Summary http://www.ct.gov/opm/lib/opm/finance/psa/opm_ethicsform6_final_9-15-11_pdf.pdf	★
4.1.4	Form 7 Iran Certification http://www.ct.gov/opm/lib/opm/OPM_Form_7_Iran_Certification_3-28-14.pdf	★
4.1.5	Non-Discrimination Certification http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928	★
Group 4.2:	Additional Required Forms and Acknowledgements	
4.2.1	Bidder Contract Compliance Monitoring Report http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf	★
4.2.2	SEEC Form 10 Acknowledgement of Receipt http://www.ct.gov/seec/lib/seec/forms/contractor_reporting_/seec_form_10_final.pdf	★
4.2.3	Please acknowledge you have read and will comply with the University's Vendor Code of Conduct located at: http://policy.uconn.edu/2013/02/12/vendor-code-of-conduct/	★
4.2.4	CT Economic Impact Form http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut Economic Impact Form (DAS-46).pdf	★
4.2.5	Non-Collusion Affidavit: Please download and sign, then upload the signed copy.	★
4.2.6	State Ethics Policy - Vendors Conducting Business with the State of Connecticut. Please review this policy.	★
Group 5.1:	References	
5.1.1	Provide references - these references should be of comparable size and scope to the University's requirements in this solicitation. Reference #1 Customer Name	★
5.1.2	Reference #1 Street Address, City, State, Zip	★
5.1.3	Reference #1 Contact Name	★
5.1.4	Reference #1 Email Address for Contact	★
5.1.5	Reference #1 Phone Number for Contact	★
5.1.6	Reference #1 Contract Dates	★
5.1.7	Reference #1 Contract Summary - Please describe reference project emphasizing similarities to the University requirements.	★
5.1.8	Reference #2 Customer Name	★
5.1.9	Reference #2 Street Address, City, State, Zip	★
5.1.10	Reference #2 Contact Name	★
5.1.11	Reference #2 Email Address for Contact	★
5.1.12	Reference #2 Phone Number for Contact	★
5.1.13	Reference #2 Contract Dates	★
5.1.14	Reference #2 Contract Summary - Please describe reference project emphasizing similarities to the University requirements.	★
5.1.15	Reference #3 Customer Name	★
5.1.16	Reference #3 Street Address, City, State, Zip	★
5.1.17	Reference #3 Contact Name	★
5.1.18	Reference #3 Email Address for Contact	★
5.1.19	Reference #3 Phone Number for Contact	★
5.1.20	Reference #3 Contract Dates	★
5.1.21	Reference #3 Contract Summary - Please describe reference project emphasizing similarities to the University requirements.	★
5.1.22	Reference #4 Customer Name	★
5.1.23	Reference #4 Street Address, City, State, Zip	★
5.1.24	Reference #4 Contact Name	★
5.1.25	Reference #4 Email Address for Contact	★

- 5.1.26 Reference #4 Phone Number for Contact ★
- 5.1.27 Reference #4 Contract Dates ★
- 5.1.28 Reference #4 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★
- 5.1.29 Reference #5 Customer Name ★
- 5.1.30 Reference #5 Street Address, City, State, Zip ★
- 5.1.31 Reference #5 Contact Name ★
- 5.1.32 Reference #5 Email Address for Contact ★
- 5.1.33 Reference #5 Phone Number for Contact ★
- 5.1.34 Reference #5 Contract Dates ★
- 5.1.35 Reference #5 Contract Summary - Please describe reference project emphasizing similarities to the University requirements. ★

Group 6.1:

Evaluation Criteria

- All proposals will be evaluated by a selection committee, using the specific evaluation criteria provided in the description of this solicitation. Each criterion has been assigned a point value. The evaluation committee will conduct a comprehensive review and analysis of the received proposals and recommend which proposals are the most advantageous to the needs of the University. ★
- 6.1.1

Group 7.1:

Connecticut Colleges Purchasing Group (CCPG)

- Although this contract is being established for the University of Connecticut, these services may be extended to the Connecticut College Purchasing Group (CCPG) member institutions. If the proposer chooses to offer the same proposal to all CCPG members, all spend by CCPG members under this contract shall be reported to the University on a quarterly basis. Volume and tiered discounts and rebates shall take into account the aggregate spend of all users of the resulting contract, including but not limited to CCPG members and/or other agencies. ★
- 7.1.1

Group 8.1:

Staffing Plan

- 8.1.1 Provide a complete listing of key personnel assigned to the University account:
- 8.1.2 1. Role/Position
- 8.1.3 Name
- 8.1.4 Years Experience
- 8.1.5 Skills/Competencies
- 8.1.6 Professional Designations/Certifications
- 8.1.7 Provide documentation of Professional Designations/Certifications (if applicable)
- 8.1.8 Accessibility (Method and Hours of Contact, etc.)
- 8.1.9 2. Role/Position
- 8.1.10 Name
- 8.1.11 Years Experience
- 8.1.12 Skills/Competencies
- 8.1.13 Professional Designations/Certifications
- 8.1.14 Provide documentation of Professional Designations/Certifications (if applicable)
- 8.1.15 3. Role/Position
- 8.1.16 Name
- 8.1.17 Years Experience
- 8.1.18 Skills/Competencies
- 8.1.19 Professional Designations/Certifications
- 8.1.20 Provide documentation of Professional Designations/Certifications (if applicable)
- 8.1.21 4. Role/Position
- 8.1.22 Name
- 8.1.23 Years Experience
- 8.1.24 Skills/Competencies
- 8.1.25 Professional Designations/Certifications

8.1.26 Provide documentation of Professional Designations/Certifications (if applicable)

Group 9.1:

Financial Statements

- 9.1.1 After evaluation, proposers may be required to submit their most current, within the last three (3) years, 10-K financial statements package including: Balance Sheet, Cash Flow statements, Statement of Stockholders Equity, and Income Statements. If a current 10-K is unavailable, financial statements which have been audited and certified by an independent Certified Public Accountant (CPA) shall be deemed acceptable. If audited financial statements are unavailable, provide financial statements which have been reviewed by an independent Certified Public Accountant (CPA). The University reserves the right to request additional information to provide any assurances of financial surety it deems appropriate. ★
- 9.1.2 Provide reason if your answer was Disagree above

Group 10.1:

Inclement Weather Information

- 10.1.1 Inclement Weather: Be advised that in the event of an official University closing or early dismissal due to inclement weather or other reason this bid will be due and opened at 2:00 PM on the next business day. Please call the University Emergency Information Line at 860-486-3768 for up to date information on official cancellations or early closings. ★

Group 11.1:

General Insurance Requirements

- 11.1.1 The proposer shall secure and pay the premium or premiums of the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below. The University of Connecticut shall be included as a named insured on all such policies. Each such policy shall be maintained in at least the limit fixed with respect thereto, and shall cover all of the proposer's operations hereunder, and shall be effective throughout the period of this contract or any extension thereof. It is not the intent of this schedule to limit the types of insurance required herein. ★
- 11.1.2 (a) Commercial General Liability 1. Each Occurrence \$1,000,000 2. Personal and Advertising Injury \$1,000,000 3. General Aggregate \$2,000,000 4. Fire Legal Liability \$100,000 The insurance shall provide for a retroactive date of placement prior to or coinciding with the effective date of this award. ★
- 11.1.3 (b) Business Automobile Liability: Minimum Limits for Owned, Scheduled, Non Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence. ★
- 11.1.4 (c) Workers' Compensation and Employer's Liability: As required under state law. ★
- 11.1.5 (d) Such other insurance in such amounts which from time to time may reasonably be required by the mutual consent of the University and awarded Proposer against other insurable hazards relating to performance. ★
- 11.1.6 (e) Cyber Liability Insurance (when providing services) 1. Each Occurrence \$1,000,000 2. General Aggregate \$2,000,000 ★
- 11.1.7 All policies of insurance provided for in this Section shall be issued by insurance companies with general policyholder's rating of not less than A- and a financial rating of not less than Class VIII as rated in the most current available A.M. Best Insurance Reports and be licensed to do business in the State of Connecticut. All such policies shall be issued in the name of the awarded Proposer, and shall name, as Additional Insured, The State of Connecticut, University of Connecticut. Policies shall waive the right of recovery against the University and shall be primary. ★
- 11.1.8 As to insurance required by this agreement, a certified copy of each of the policies or a certificate or certificates evidencing the existence thereof, or binders, shall be delivered to the University within fifteen (15) days after the tentative award of this agreement. In the event any binder is delivered, it shall be replaced within thirty (30) days by a certified copy of the policy or a certificate in lieu thereof. Each such copy or certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving thirty (30) days written advance notice hereof to the University's representative and that the insurance reflected thereon meets the minimum requirements of the proposal. A renewal policy or certificate shall be delivered to the University at least thirty (30) days prior to the expiration date of each expiring policy. ★
- 11.1.9 If at any time, any of the policies shall be or become unsatisfactory to the University as to form or substance, or if any of the carriers issuing such policies shall be or become unsatisfactory to the University, the Proposer shall promptly obtain a new and satisfactory policy in replacement upon such written notice from the University. ★

Group 11.2:

Insurance Requirements with \$2,000,000.00 Limit

- Insurance: The Proposer agrees to provide adequate insurance coverage on a primary and comprehensive basis and to hold such insurance at all times during the Term of this Agreement. The Contractor accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Contractor and the University under this Agreement. The Contractor shall maintain statutory workers' compensation and employers' liability insurance, comprehensive automobile liability insurance and commercial general liability insurance not less than the minimum limits as set forth below all at no cost to the University or the State of Connecticut. ★
- 11.2.1
- Statutory Workers' Compensation and Employers' Liability: Workers' Compensation: Statutory limits Employers' Liability: Bodily injury by accident: \$100,000 each accident Bodily injury by illness: \$100,000 each employee \$500,000 policy limit ★
- 11.2.2
- Commercial General Liability: Combined single limit: \$1,000,000 each occurrence \$2,000,000 annual aggregate ★
- 11.2.3
- Comprehensive Automobile Liability: (to include owned, non-owned and hired vehicles): Combined single limit: \$1,000,000 each occurrence ★
- 11.2.4
- Umbrella Liability: \$2,000,000 each occurrence ★
- 11.2.5
- Professional Services Liability Insurance: (If applicable) The Contractor will furnish evidence, by way of a certificate of insurance, that it has obtained a professional services liability insurance policy with \$1,000,000.00 minimum coverage for negligent errors and omissions. If any claims are made against its professional services liability insurance policy, the Contractor agrees to purchase additional insurance in order to maintain the minimum coverage of \$1,000,000.00. The insurance will remain in effect during the entire duration of this Contract and for eight (8) years after substantial completion of the Project. For policies written on a "Claims Made" basis, the Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this Contract. ★
- 11.2.6
- The Contractor will contractually require any architectural or engineering firm it hires to maintain professional liability insurance in the same amount and with the same provisions indicated above. The Contractor's policy will provide coverage for the Contractor's obligation under this Contract to indemnify and hold harmless the University and the State, and their employees and agents, from claims, liabilities, demands, damages, costs or expenses (including all reasonable attorney's fees) to the extent caused by or resulting from any negligent act or omission of the Contractor or anyone for whom the Contractor is responsible in the performance of this Contract, and each policy held by a Contractor of the Contractor shall provide the same coverage to the extent of such Contractor's negligent acts or omissions. ★
- 11.2.7
- Each of the policies for the insurance mentioned above will be issued by an insurance company or companies satisfactory to the University and will contain a provision that coverages will not be changed, canceled, or non-renewed until at least thirty (30) calendar days prior written notice has been given to the University. Each insurance policy will state that the insurance company agrees to investigate and defend the insured against all claims for damages to the extent that all alleged damages might be covered by insurance. Such insurance policies will name the State of Connecticut, the University of Connecticut, their officers, officials, employees, agents, boards and commissions as additional insured, except that the University and the State will not be named as an additional insured with respect to the coverage for the statutory workers' compensation and employer's liability insurance. ★
- 11.2.8
- Certificates of insurance shall clearly indicate the title and date of this Agreement or some easily identifiable reference to the Contractor's relationship to the University. Certificates of insurance showing such coverages as required in this section will be filed with the University prior to the time this Agreement is executed on behalf of the University. Upon the request of the University, the Contractor will provide to the University a copy of any of the aforementioned policies, and any endorsements or amendments thereto. ★
- 11.2.9

Group 11.3:

Insurance Requirements with \$5,000,000.00 Limit

- Insurance: The Proposer agrees to provide adequate insurance coverage on a primary and comprehensive basis and to hold such insurance at all times during the Term of this Agreement. The Contractor accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Contractor and the University under this Agreement. The Contractor shall maintain statutory workers' compensation and employers' liability insurance, comprehensive automobile liability insurance and commercial general liability insurance not less than the minimum limits as set forth below all at no cost to the University or the State of Connecticut. ★
- 11.3.1
- Statutory Workers' Compensation and Employers' Liability: Workers' Compensation: Statutory limits Employers' Liability: Bodily injury by accident: \$100,000 each accident Bodily injury by illness: \$100,000 each employee \$500,000 policy limit ★
- 11.3.2
- Commercial General Liability: Combined single limit: \$1,000,000 each occurrence \$2,000,000 annual aggregate ★
- 11.3.3
- Comprehensive Automobile Liability: (to include owned, non-owned and hired vehicles): Combined single limit: \$1,000,000 each occurrence ★
- 11.3.4

- 11.3.5 Umbrella Liability: \$5,000,000 each occurrence ★
Professional Services Liability Insurance: (If applicable) The Contractor will furnish evidence, by way of a certificate of insurance, that it has obtained a professional services liability insurance policy with \$1,000,000.00 minimum coverage for negligent errors and omissions. If any claims are made against its professional services liability insurance policy, the
- 11.3.6 Contractor agrees to purchase additional insurance in order to maintain the minimum coverage of \$1,000,000.00. The insurance will remain in effect during the entire duration of this Contract and for eight (8) years after substantial completion of the Project. For policies written on a "Claims Made" basis, the Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this Contract. ★
- 11.3.7 The Contractor will contractually require any architectural or engineering firm it hires to maintain professional liability insurance in the same amount and with the same provisions indicated above. The Contractor's policy will provide coverage for the Contractor's obligation under this Contract to indemnify and hold harmless the University and the State, and their employees and agents, from claims, liabilities, demands, damages, costs or expenses (including all reasonable attorney's fees) to the extent caused by or resulting from any negligent act or omission of the Contractor or anyone for whom the Contractor is responsible in the performance of this Contract, and each policy held by a Contractor of the Contractor shall provide the same coverage to the extent of such Contractor's negligent acts or omissions. ★
- 11.3.8 Each of the policies for the insurance mentioned above will be issued by an insurance company or companies satisfactory to the University and will contain a provision that coverages will not be changed, canceled, or non-renewed until at least thirty (30) calendar days prior written notice has been given to the University. Each insurance policy will state that the insurance company agrees to investigate and defend the insured against all claims for damages to the extent that all alleged damages might be covered by insurance. Such insurance policies will name the State of Connecticut, the University of Connecticut, their officers, officials, employees, agents, boards and commissions as additional insured, except that the University and the State will not be named as an additional insured with respect to the coverage for the statutory workers' compensation and employer's liability insurance. ★
- 11.3.9 Certificates of insurance shall clearly indicate the title and date of this Agreement or some easily identifiable reference to the Contractor's relationship to the University. Certificates of insurance showing such coverages as required in this section will be filed with the University prior to the time this Agreement is executed on behalf of the University. Upon the request of the University, the Contractor will provide to the University a copy of any of the aforementioned policies, and any endorsements or amendments thereto. ★
- Group 11.4: Insurance Requirements with \$10,000,000.00 Limit**
- 11.4.1 Insurance: The Proposer agrees to provide adequate insurance coverage on a primary and comprehensive basis and to hold such insurance at all times during the Term of this Agreement. The Contractor accepts full responsibility for identifying and determining the type(s) and extent of insurance necessary to provide reasonable financial protection for the Contractor and the University under this Agreement. The Contractor shall maintain statutory workers' compensation and employers' liability insurance, comprehensive automobile liability insurance and commercial general liability insurance not less than the minimum limits as set forth below all at no cost to the University or the State of Connecticut. ★
- 11.4.2 Statutory Workers' Compensation and Employers' Liability: Workers' Compensation: Statutory limits Employers' Liability: Bodily injury by accident: \$100,000 each accident Bodily injury by illness: \$100,000 each employee \$500,000 policy limit ★
- 11.4.3 Commercial General Liability: Combined single limit: \$1,000,000 each occurrence \$2,000,000 annual aggregate ★
- 11.4.4 Comprehensive Automobile Liability: (to include owned, non-owned and hired vehicles): Combined single limit: \$1,000,000 each occurrence ★
- 11.4.5 Umbrella Liability: \$10,000,000 each occurrence ★
- 11.4.6 Professional Services Liability Insurance: (If applicable) The Contractor will furnish evidence, by way of a certificate of insurance, that it has obtained a professional services liability insurance policy with \$1,000,000.00 minimum coverage for negligent errors and omissions. If any claims are made against its professional services liability insurance policy, the Contractor agrees to purchase additional insurance in order to maintain the minimum coverage of \$1,000,000.00. The insurance will remain in effect during the entire duration of this Contract and for eight (8) years after substantial completion of the Project. For policies written on a "Claims Made" basis, the Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this Contract. ★

11.4.7 The Contractor will contractually require any architectural or engineering firm it hires to maintain professional liability insurance in the same amount and with the same provisions indicated above. The Contractor's policy will provide coverage for the Contractor's obligation under this Contract to indemnify and hold harmless the University and the State, and their employees and agents, from claims, liabilities, demands, damages, costs or expenses (including all reasonable attorney's fees) to the extent caused by or resulting from any negligent act or omission of the Contractor or anyone for whom the Contractor is responsible in the performance of this Contract, and each policy held by a Contractor of the Contractor shall provide the same coverage to the extent of such Contractor's negligent acts or omissions. ★

11.4.8 Each of the policies for the insurance mentioned above will be issued by an insurance company or companies satisfactory to the University and will contain a provision that coverages will not be changed, canceled, or non-renewed until at least thirty (30) calendar days prior written notice has been given to the University. Each insurance policy will state that the insurance company agrees to investigate and defend the insured against all claims for damages to the extent that all alleged damages might be covered by insurance. Such insurance policies will name the State of Connecticut, the University of Connecticut, their officers, officials, employees, agents, boards and commissions as additional insured, except that the University and the State will not be named as an additional insured with respect to the coverage for the statutory workers' compensation and employer's liability insurance. ★

11.4.9 Certificates of insurance shall clearly indicate the title and date of this Agreement or some easily identifiable reference to the Contractor's relationship to the University. Certificates of insurance showing such coverages as required in this section will be filed with the University prior to the time this Agreement is executed on behalf of the University. Upon the request of the University, the Contractor will provide to the University a copy of any of the aforementioned policies, and any endorsements or amendments thereto. ★

Group 12.1: Advertising/Sponsorship Opportunities and Licensed Merchandise

12.1.1 In submitting a proposal, the Proposer agrees, unless specifically authorized in writing by the University on a case by case basis, that it 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 agency's 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 services as are hereby contracted by the University. Should the Proposer be interested in pursuing a formalized sponsorship agreement with the University through its Division of Athletics, which may include advertising benefits and use of University marks, please contact the procurement official identified in this solicitation for details. ★

12.1.2 Pre-authorization must be received from the University for the use of University's names, marks, and logos. ★

Product Line Items★ Product Line Items

There are no Items added to this event.

Service Line Items★ Service Line Items

There are no Items added to this event.