

## Event Summary - Professional Consulting Services

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<b>Type</b>	Purchasing- Request for Proposal	<b>Number</b>	KA080819
<b>Organization</b>	UConnFullSuite	<b>Currency</b>	US Dollar
<b>Event Status</b>	Draft	<b>Work Group</b>	UConn
<b>Exported on</b>	8/8/2019	<b>Exported by</b>	Kristin Allen
<b>Estimated Value</b>	-	<b>Payment Terms</b>	-

## Bid and Evaluation

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<b>Respond by Proxy</b>	Allow	<b>Use Panel Questionnaire</b>	Yes
<b>Sealed Bid</b>	Yes	<b>Auto Score</b>	No
		<b>Cost Analysis</b>	No
<b>Alternate Items</b>	Yes	<b>Confidential Pricing</b>	No

## Visibility and Communication

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**Visible to Public** Yes

**Enter a short description for this public event**

*UConn Health (UCH) is seeking consultant services to support the operational needs of the Office for the Vice President for Research under the management of the AVP of Research Finance.*

## Commodity Codes

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<b>Commodity Code</b>	<b>Description</b>
132	Consulting Services

## Event Dates

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<b>Time Zone</b>	EDT/EST - Eastern Standard Time (US/Eastern)
<b>Released</b>	-
<b>Open</b>	8/8/2019 4:00 PM EDT
<b>Close</b>	8/29/2019 2:00 PM EDT
<b>Sealed Until</b>	8/29/2019 2:00 PM
	<input type="checkbox"/> Show Sealed Bid Open Date to Supplier
<b>Q&amp;A Close</b>	8/15/2019 2:00 PM EDT

## Event Users

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### Event Creator

**Kristin Allen**

[kristin.allen@uconn.edu](mailto:kristin.allen@uconn.edu)

Phone +1 860-486-0970

### Event Owners

**Kristin Allen**

[kristin.allen@uconn.edu](mailto:kristin.allen@uconn.edu)

Phone +1 860-486-0970

**Michael Franklin**

[michael.franklin\\_jr@uconn.edu](mailto:michael.franklin_jr@uconn.edu)

Phone +1 860-486-4970

**Garrett Heinze (Admin)**

[heinze@uchc.edu](mailto:heinze@uchc.edu)

**Susan Tash**

[susan.tash@uconn.edu](mailto:susan.tash@uconn.edu)

Phone +1 860-486-4995

**Carleen Keith**

[carleen.keith@uconn.edu](mailto:carleen.keith@uconn.edu)

Phone +1 860-486-7931

## Contacts

**Kristin Allen**

[kristin.allen@uconn.edu](mailto:kristin.allen@uconn.edu)

Phone +1 860-486-0970

**Carleen Keith**

[carleen.keith@uconn.edu](mailto:carleen.keith@uconn.edu)

Phone +1 860-486-7931

**Stakeholders**

**Michael Glasgow**

[michael.glasgow@uconn.edu](mailto:michael.glasgow@uconn.edu)

**Julie Schwager**

[schwager@uchc.edu](mailto:schwager@uchc.edu)

Phone +1 860-679-7649

**Deanna Thibodeau**

[dthibodeau@uchc.edu](mailto:dthibodeau@uchc.edu)

Phone +1 860-679-6731

## **Description**

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### **Intent to Bid Directions:**

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

### **Questions Due: August 15, 2019 @ 2:00 PM**

Answers to questions will be provided by August 21, 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 Health Center (UCH) is seeking consultant services to support the operational needs of the Office for the Vice President for Research under the management of the Assistant Vice President of Research Finance. The awarded supplier(s) will provide expert, professional consulting services on an as-needed basis on issues related to the administration and financial management of federally funded grants.

### **Award:**

In soliciting the Request for Proposal (RFP), it is UCH's intent to establish a contract for its consulting needs. If, in UCH's opinion, savings can be realized by making awards to multiple suppliers UCH will reserve the right to do so.

### **Contract Term:**

Initial term of three (3) years, plus one (1) additional three (3) year extension, or any part or combination thereof, for a total potential contract terms of six (6) years.

### **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 on behalf of UCH 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 UCH 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, UCH 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 UCH.

### **Evaluation Criteria Descriptions and Weights**

**Team/Sr Staff Resumes & Qualifications Weight: 35 Points**

**Systems in place/available in the areas (F&S, Utility, etc.) Weight: 10 Points**

**Expertise for meeting SOW in-house versus subcontracting Weight: 10 Points**

**Rates Weight: 35 Points**

**Relevant Experience (Projects in the past 3 years, references) Weight: 10 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. If you Disagree with any one item and would like to provide additional information, please upload a document referencing the item # into the Supplier Attachments area.
5. Additional Item Field- Not Applicable
6. Items- If applicable please provide any required pricing information.\*

[\*If pricing is to be submitted in a separate document (outside of the Items page), the following should be requested:

Pricing: Proposals must show stated quantity, unit price, extended amount and grand total with packing and delivery cost to destination included.]

**No Substitute:**

Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict proposers to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which proposals are submitted must be of the same or better character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting a proposal on a commodity other than as specified, proposer shall furnish complete data and identification with respect to the alternate commodity bidder proposes to furnish. Consideration will be given to proposals submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the State. If the proposer does not indicate that the commodity he/she proposes to furnish is other than specified, it will be construed to mean that the proposer proposes to furnish the exact commodity described. Any substitutions must meet or exceed all specification requirements and must receive approval in writing from the appropriate party at UCH prior to any order being filled.

**Point of Contact & Communication:**

Upon formal issuance of a Sourcing Event, UCH 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 UCH 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. UCH 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 Health Visitor Parking](#)

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

### **UCH On-Site Accommodations:**

There are no site accommodations on UCH campus, however there are nearby hotels that Proposer should contact to make necessary arrangements.

### **Supplier Diversity:**

The University of Connecticut and UConn Health 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 and UConn Health 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](mailto:supplierdiversity@uconn.edu) or by phone at (860) 486-2614.

## Buyer Attachments

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**Service Agreement**

Service Agreement Template  
4.11.19.doc

../Attachments/Service Agreement  
Template 4.11.19.doc



**General Information and Requirements**

**Group 1.1: Executive Summary**

- 1.1.1 UCH's Office of the Vice President for Research ("OVPR") supports both short-term and long-term initiatives to grow UConn's research enterprise and robust innovation pipeline. OVPR promotes single faculty investigator projects, large interdisciplinary collaborations, and partnerships with other institutions and leading industries to support high potential, university-driven initiatives and startups. ★

Multiple Choice (Pick One)

Understood
- 1.1.2 Research Finance within OVPR is responsible for financial budgeting and reporting for Research mission of UConn and UConn Health, including the following core tasks such as administration of University's policy and procedures related to Research Service Centers, annual rate setting for fringe benefit rates, the negotiation of Facilities and Administration (F&A) rate agreements, management of gift and discretionary funds, fiscal management of internal awards, management of the UConn/UConn Health cross campus fund transfer (due to/from) process. ★

Selected Contractor(s) will have the opportunity to work directly with OVPR and Research Finance staff on mission-critical engagements that to improve UCH's standing as a top public Academic Medical Center.

Multiple Choice (Pick One)

Understood
- 1.1.3 The intent of the resultant contract(s) is to leverage awarded Contractors' service(s) Statement of Work (SOW) services throughout the life of the Resultant Agreement(s). These services shall complement contemplated and existing UCH contracts, in that work under any SOW under the Resultant Agreement(s) may exceed \$50,000.00 in total value, as necessitated by the UCH's requirements in this area. ★

Multiple Choice (Pick One)

Understood
- 1.1.4 Based on the information provided above, provide a summary to include what is being proposed, the important points of the proposal and key benefits of being selected as the Contractor in the text field provided. Contractor's response must make it clear which elements of the proposal the Contractor is bidding on and which it is not. If additional space is needed, please upload a file in the Supplier Attachments option. ★

Text (Multi-Line)

**Group 1.2: Form of Proposal**

- 1.2.1 Proposer understands that UCH 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. ★

Multiple Choice (Pick One)

Agree  
Disagree
- 1.2.2 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 UCH. ★

Multiple Choice (Pick One)

Agree  
Disagree
- 1.2.3 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. ★

Multiple Choice (Pick One)

Agree  
Disagree

- 1.2.4 Is proposer currently a State of Connecticut Small Business Enterprise and certified with the State of CT Department of Administrative Services? ★  
Multiple Choice (Pick One)  
No  
If yes, please attach a copy of your certification.
- 1.2.5 Please acknowledge by entering "Agree" for payment terms of 2% 15 days, Net 45 days or provide alternate payment terms. ★  
Text (Single Line)
- 1.2.6 Sales Representative Contact Information - please include name, telephone #, email address and attach resume. ★  
File Upload
- 1.2.7 Confidential Information: The UCH 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 UCH assumes no liability for any loss or damage which may result from UCH's disclosure at any time of any information provided by the bidder in connection with its proposal. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.2.8 Freedom of Information: UCH 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 UCH to withhold records in its possession in the event they contain trade secrets (or really any intellectual property). In the event that UCH 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 UCH. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.2.9 Conflict of Interest: The bidder shall disclose and identify to UCH, with its proposal, any relationships, which may constitute a potential conflict of interest with the UCH Procurement Services Department, or any other UCH 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 UCH, who shall determine, in its sole discretion, whether an impermissible conflict exists. ★  
Multiple Select (Pick Many)  
Agree  
Disagree
- 1.2.10 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 UCH, 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 UCH policies and procedures can report such matters anonymously using the information provided on their website at <https://compliance.uconn.edu> ★  
Multiple Choice (Pick One)

Agree  
Disagree

- 1.2.11 Communications: All formal communications in regards to this solicitation must be in writing in the portal. Until the time when UCH 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. ★

Multiple Choice (Pick One)

Agree  
Disagree

- 1.2.12 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 UCH, its officials or employees, or the Seal of UCH, 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 UCH 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 UCH. ★

Multiple Choice (Pick One)

Agree  
Disagree

- 1.2.13 The proposing vendor must certify that no elected or appointed official or employee or student of UCH has benefited, or will benefit financially or materially from the proposed services. UCH 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 UCH officer or employee contract to this policy. The authorized signatory of a submitted proposal automatically attests this to be true. (Please refer to the State Ethics Policy in Additional Required Forms and Acknowledgements). ★

Multiple Choice (Pick One)

Agree  
Disagree

- 1.2.14 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 Connecticut General Statutes Section 1-79 through Section 1-90. Proposer agrees by signing any resultant contract to abide by all Connecticut and Federal ethics laws, current and future. ★

Multiple Choice (Pick One)

Agree  
Disagree

### Group 1.3: Standard Contract Terms and Conditions

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- 1.3.1 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. 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, UCH will issue an acceptance of the proposal offer. ★

Multiple Choice (Pick One)

Agree  
Disagree

- 1.3.2 Contract Modification: All changes to the contract must be agreed to, in writing, by both parties prior to executing any change. ★

Multiple Choice (Pick One)

Agree  
Disagree

- 1.3.3 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 UCH. ★

- Multiple Choice (Pick One)  
Agree  
Disagree
- 1.3.4** Notification of Selected Firm: All Proposers will receive written notification of the selected firm after the evaluation committee has approved their selection. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.3.5** 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 UCH requirements or requests. UCH can neither project nor guarantee a specific volume of business over the term of any contract that may result from this solicitation. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.3.6** 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 UCH unless otherwise stated in the contract. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.3.7** 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. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.3.8** Samples: Samples shall be furnished free of charge. Bidders must indicate if return of any sample is desired. UCH 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. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.3.9** If the vendor fails to deliver or has delivered nonconforming goods, UCH 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. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.3.10** 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. ★  
Multiple Choice (Pick One)  
Agree  
Disagree

- 1.3.11 UCH has, in this Request for Proposal and otherwise, provided proposers with information relating to UCH, its current operations and initiative described herein. UCH assumes no responsibility or liability for the adequacy or accuracy of any information provided by UCH, its agents, employees or representatives. The proposer agrees to waive any claim or defense to any claim relating to the adequacy or sufficiency of any information provided prior to the execution of the anticipated contract. Subject to these limitations, this Request for Proposal contains information describing UCH communities, operations and planned programs. ★
- Multiple Choice (Pick One)
- Agree  
Disagree
- 1.3.12 If UCH and selected Proposer(s) are unable to reach a mutually agreeable contract, UCH reserves the right to abandon negotiations and commence negotiations with the second highest ranked Proposer. UCH will be the sole judge of the suitability of the proposed Agreement(s). ★
- Multiple Choice (Pick One)
- Agree  
Disagree
- 1.3.13 Notwithstanding any other provision of this RFP or any ensuing contract, if funds anticipated for the continued fulfillment of the contract are at any time not forthcoming or insufficient, either through the failure of the Connecticut Legislature to provide funds or alteration of the program under which funds were provided, then UCH shall have the right to terminate the contract without penalty by giving not less than thirty (30) days advance written notice documenting the lack of funding. Unless otherwise agreed to, the contract shall become null and void on the last day of the fiscal year for which appropriations were received; except that if an appropriation to cover the costs of this contract becomes available within sixty (60) days subsequent to termination under this clause, UCH agrees to re-establish a contract with the firm whose contract was terminated under the same provisions, terms and conditions of the original contract. ★
- Multiple Choice (Pick One)
- Agree  
Disagree
- 1.3.14 Any Agreement resulting from this RFP will not grant the Proposer a license or other right to duplicate or use any image or intellectual property of UCH in any manner other than as may be expressly approved in writing in connection with the performance of the contract. ★
- Multiple Choice (Pick One)
- Agree  
Disagree
- 1.3.15 The Proposer shall pay all royalties, license fees, and patent to invention rights, or copyrights or trade and service marks and defend all suits or claims for the infringement of any patent or invention right or copyrights or trade and service marks involved in the items furnished in any contract resulting from this RFP. ★
- Multiple Choice (Pick One)
- Agree  
Disagree
- 1.3.16 The Proposer will hold and save UCH and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of any patented or unpatented invention, process, article, or appliance furnished in the performance of any contract resulting from this RFP including its use by the owner, unless otherwise specifically stipulated. ★
- Multiple Choice (Pick One)
- Agree  
Disagree
- 1.3.17 Copyrights for any item specified shall be the property of UCH and inure to its benefit and Proposer shall execute such documents, as UCH may require, for the perfection thereof. ★
- Multiple Choice (Pick One)
- Agree  
Disagree

- 1.3.18 UCH shall retain all rights, title and interest in all its usage, user and biographical data and Proposer shall only use such data to the extent necessary for complying with its obligations to UCH unless it otherwise receives express written approval from the UCH's designee for any other use. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.3.19 The Proposer shall be responsible for the acts and omissions of all the Proposer's employees and all sub-proposer's employees, if applicable, as well as all other persons involved in performing any tasks associated with the provision of the goods and/or services outlined in this RFP by the Proposer. The Proposer shall at all times enforce strict discipline and good order among the Proposer's employees and shall not employ any unfit person or anyone not skilled in the task assigned. The contract awardee, when so determined by UCH, shall dismiss incompetent or incorrigible employees from the project, and such persons shall be prohibited from returning to the project without written consent of UCH. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.3.20 In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people, and to the environment, UCH requires all Vendors to adhere to the "Vendor Code of Conduct" policy (<http://policy.uconn.edu/?p=2718>). Please acknowledge the policy and, if applicable, provide any additional pertinent information in the Supplier Attachments.  
Multiple Choice (Pick One)  
I Acknowledge
- 1.3.21 All items to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Act. All alleged violations and deviations from said state and federal regulations or standards of the items or services to be furnished hereunder, must be set forth on the proposed requirements and criteria in the proposal response. Or, if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the proposer is awarded the contract hereunder, the proposer must notify the University's Director of Procurement Services immediately by registered mail. ★  
Multiple Choice (Pick One)  
Agree  
Disagree

#### **Group 1.4: State of Connecticut Terms and Conditions**

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- 1.4.1 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. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 1.4.2 Please provide your exceptions to the State of CT terms and conditions as well as explanation and/or alternate language (if applicable).  
Text (Multi-Line)

### **Scope of Work, Qualifications and Responsibilities**

#### **Group 2.1: Scope of Work**

---

- 2.1.1 Guidance and technical support for the development, submission, and negotiation of UCH's Facilities and Administration Rate Proposal (F&A proposal) and attending space survey. Similar such services may be required for the University's Storrs campus throughout the life of the resultant agreement(s). ★  
Multiple Choice (Pick One)  
Agree  
Disagree

- 2.1.2 Technical expertise in the management and oversight of utility metering at the building level in support of the development of UCH's F&A proposal. Similar such services may be required for the University's Storrs campus throughout the life of the resultant agreement(s). ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 2.1.3 Technical expertise in the management and oversight of process to survey library utilization in support of the development of UCH's F&A proposal. Similar such services may be required for the University's Storrs campus throughout the life of the resultant agreement(s). ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 2.1.4 Periodic guidance on the interpretation and implementation of new or existing federal regulations and guidelines as they pertain to grants management. Similar such services may be required for the University's Storrs campus throughout the life of the resultant agreement(s). ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 2.1.5 Provide the names of the systems that are used to collect and analyze data. Similar such services may be required for the University's Storrs campus throughout the life of the resultant agreement(s). ★  
Text (Multi-Line)
- 2.1.6 Related services to the above as may be required throughout the life of the resultant agreement(s). ★  
Text (Multi-Line)

**Group 2.2: Proposer Qualifications**

---

- 2.2.1 Specific experience requirements for staff assigned to anticipated engagements would include all the following:  
- Minimum BA or BS from accredited institution  
- Prior federal granting agency or federal oversight agency experience  
- 5 or more years consulting experience in field of grant management at higher ed institutes. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 2.2.2 Respondents must be prepared to provide any evidence of experience, performance and/or financial surety that UCH deems necessary to fully establish the performance capabilities represented in the Respondent's offer. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 2.2.3 The Contractor represents, for itself and any Contractor Parties, that they are fully experienced and properly qualified to provide the Goods and/or Services, and that they are, and will continue to be during the term, properly licensed, equipped, organized and financed, at its/their own expense. At UCH's request, the Contractor shall deliver copies of any current license(s) and registration(s) relevant to this Contract. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 2.2.4 Provide a list of the projects completed within the last three (3) years with emphasis on activities relevant and related to the requirements specified in this RFP. ★  
Text (Multi-Line)

**2.2.5** If the Contractor has a completed "Service Organization Control Report" (formerly known as a SAS 70 report), a copy of that report must be submitted to UCH upon contract execution and, during the Term, upon University's request. ★

Multiple Choice (Pick One)

Agree  
Disagree

**2.2.6** At the end of the Contract term resulting from this RFP, UCH may publish another RFP for same services. The awarded supplier of this RFP agrees to provide a smooth and orderly transition to any new Services provider (Successor) to ensure minimal disruption and to avoid any decline in service UCH. Respondent must be available and cooperative in any transition at the Contract close-out. ★

Multiple Choice (Pick One)

Agree  
Disagree

### **Group 2.3: Responsibilities of the Parties**

---

**2.3.1** UCH will grant access to the necessary resources, including documents, information and individuals that the vendor deems necessary to the extent such access is considered generally reasonable, where applicable. ★

Multiple Choice (Pick One)

Agree  
Disagree

**2.3.2** UCH will supply the successful vendor with necessary data required to complete the project, where applicable. ★

Multiple Choice (Pick One)

Agree

**2.3.3** Where applicable, UCH will review all project deliverables. UCH project leadership will sign-off on deliverables once deemed acceptable. ★

Multiple Choice (Pick One)

Agree  
Disagree

**2.3.4** UCH will provide office space, telephone/fax communications, and broadband internet access via network community capability where applicable and at its sole discretion. ★

Multiple Choice (Pick One)

Agree  
Disagree

**2.3.5** The Vendor shall be responsible for the acts and omissions of all of its personnel and subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Vendor. ★

Multiple Choice (Pick One)

Agree  
Disagree

**2.3.6** The Vendor shall at all times enforce strict discipline and good order among its employees and shall not employ any unfit person or anyone not skilled in the task assigned. ★

Multiple Choice (Pick One)

Agree  
Disagree

**2.3.7** Incompetent or incorrigible employees shall be dismissed from service by the Vendor when so determined by UCH, and such persons shall be prohibited from returning to a project without written consent of the UCH. ★

Multiple Choice (Pick One)

Disagree  
Agree



- 2.3.8 Vendor must provide efficient and courteous responses to staff, faculty, and students for all matters related to the services ★  
Multiple Choice (Pick One)  
Agree  
Disagree

## Staffing Plan

### Group 3.1: Staffing Plan

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- 3.1.1 Due to the nature of issues that may arise, UCH anticipates that the level of experience and expertise required for the direction of this engagement or consultation would be that of a Manager, Director, Managing Director, or Managing Partner, depending on titles used by the firm. Specific experience requirements for staff assigned to our engagement would include a minimum of a BA or BS degree from an accredited institution, prior federal grants management experience at a higher educational institution or at a federal granting agency or federal oversight agency, and 5 or more years consulting experience in the field of grants management at higher educational institutions. Provide a complete listing of key personnel assigned to the UCH account: ★  
File Upload
- 3.1.2 Depending on the issues that may arise during the period of this contract, other staff at your firm may be of service to UCH. At your suggestion, and our approval, these staff may provide services under this agreement at a mutually agreeable hourly rate. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 3.1.3 The resultant consulting firm(s) must notify the University in advance and in writing of the departure of any key personnel assigned to any and all University projects. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 3.1.4 1. Role/Position  
Text (Single Line)
- 3.1.5 Name  
Text (Single Line)
- 3.1.6 Years Experience  
Numeric Text Box
- 3.1.7 Skills/Competencies  
Text (Multi-Line)
- 3.1.8 Professional Designations/Certifications  
Text (Multi-Line)
- 3.1.9 Provide documentation of Professional Designations/Certifications (if applicable)  
File Upload
- 3.1.10 Accessibility (Method and Hours of Contact, etc.)  
Text (Multi-Line)
- 3.1.11 2. Role/Position  
Text (Single Line)
- 3.1.12 Name  
Text (Single Line)

- 3.1.13 Years Experience  
Numeric Text Box
- 3.1.14 Skills/Competencies  
Text (Multi-Line)
- 3.1.15 Professional Designations/Certifications  
Text (Multi-Line)
- 3.1.16 Provide documentation of Professional Designations/Certifications (if applicable)  
File Upload
- 3.1.17 3. Role/Position  
Text (Single Line)
- 3.1.18 Name  
Text (Single Line)
- 3.1.19 Years Experience  
Numeric Text Box
- 3.1.20 Skills/Competencies  
Text (Multi-Line)
- 3.1.21 Professional Designations/Certifications  
Text (Multi-Line)
- 3.1.22 Provide documentation of Professional Designations/Certifications (if applicable)  
File Upload
- 3.1.23 4. Role/Position  
Text (Single Line)
- 3.1.24 Name  
Text (Single Line)
- 3.1.25 Years Experience  
Numeric Text Box
- 3.1.26 Skills/Competencies  
Text (Multi-Line)
- 3.1.27 Professional Designations/Certifications  
Text (Multi-Line)
- 3.1.28 Provide documentation of Professional Designations/Certifications (if applicable)  
File Upload
- 3.1.29 Provide a job description for each title assigned to the identified personnel. ★  
File Upload

## **Agreement Format**

### **Group 4.1: Service Agreement**

---

- 4.1.1 Refer to the Buyer Attachments section for the Service Agreement. This will be the agreement format used with the awarded bidder. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 4.1.2 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.  
File Upload
- 4.1.3 Provide the name, email address and phone number for the individual responsible for reviewing and editing contractual documentation. ★  
Text (Multi-Line)

## Rates

### Group 5.1: Rates

---

- 5.1.1 Provide a detailed cost proposal including the basis for billing and terms and conditions of payment. ★  
Text (Multi-Line)
- 5.1.2 Note any additional charges for expenses or other costs not included in the cost proposal above. ★  
Text (Multi-Line)
- 5.1.3 Provide hourly rates for key personnel. Position Titles must be included. ★  
Text (Multi-Line)
- 5.1.4 Provide all/any system licensing or access fees. ★  
Text (Multi-Line)

## Mandatory Submittals and Forms

### Group 6.1: Affidavits and Certifications

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- 6.1.1 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](http://www.ct.gov/opm/lib/opm/OPM_Form_1_Gift_and_Campaign_Contribution_Certification_3-28-14.pdf) ★  
File Upload
- 6.1.2 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](http://www.ct.gov/opm/lib/opm/OPM_Form_5_Consulting_Agreement_Affidavit_3-28-14.pdf) ★  
File Upload
- 6.1.3 Non-Discrimination Certification <http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928> ★  
File Upload
- 6.1.4 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](http://www.ct.gov/opm/lib/opm/finance/psa/opm_ethicsform6_final_9-15-11_pdf.pdf) ★  
File Upload
- 6.1.5 Form 7 Iran Certification [http://www.ct.gov/opm/lib/opm/OPM\\_Form\\_7\\_Iran\\_Certification\\_3-28-14.pdf](http://www.ct.gov/opm/lib/opm/OPM_Form_7_Iran_Certification_3-28-14.pdf) ★  
File Upload

### Group 6.2: Additional Required Forms and Acknowledgements

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- 6.2.1 Bidder Contract Compliance Monitoring Report <http://www.ct.gov/chro/lib/chro/pdf/notificationtobidders.pdf> ★  
File Upload  
Bidder Contract Compliance Monitoring Report -

- 6.2.2** SEEC Form 10 Acknowledgement of Receipt ★  
[http://www.ct.gov/seec/lib/seec/forms/contractor\\_reporting\\_/seec\\_form\\_10\\_final.pdf](http://www.ct.gov/seec/lib/seec/forms/contractor_reporting_/seec_form_10_final.pdf)  
 File Upload  
 SEEC Form 10 - ../Attachments/QuestionAttachments/seec\_form\_10\_final.pdf
- 6.2.3** 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/> ★  
 Multiple Choice (Pick One)  
 Agree  
 Disagree
- 6.2.4** CT Economic Impact Form [http://www.biznet.ct.gov/SCP\\_Documents/Groups/1/Connecticut Economic Impact Form \(DAS-46\).pdf](http://www.biznet.ct.gov/SCP_Documents/Groups/1/Connecticut_Economic_Impact_Form_(DAS-46).pdf) ★  
 File Upload  
 CT Economic Impact Form - ../Attachments/QuestionAttachments/Connecticut Economic Impact Form
- 6.2.5** Non-Collusion Affidavit: Please download and sign, then upload the signed copy. ★  
 File Upload  
 Non-Collusion Affidavit - ../Attachments/QuestionAttachments/Non-Collusion.docx
- 6.2.6** State Ethics Policy - Vendors Conducting Business with the State of Connecticut. Please review this policy. ★  
 Multiple Choice (Pick One)  
 Agree  
 Disagree  
 State Ethics Policy Memo - ../Attachments/QuestionAttachments/State Ethics Policy Memo.pdf

## References

### Group 7.1: References

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- 7.1.1** Provide references - these references should be of comparable size and scope to UCH's requirements in this solicitation. Reference #1 Customer Name ★  
 Text (Single Line)
- 7.1.2** Reference #1 Street Address, City, State, Zip ★  
 Text (Multi-Line)
- 7.1.3** Reference #1 Contact Name ★  
 Text (Single Line)
- 7.1.4** Reference #1 Email Address for Contact ★  
 Text (Single Line)
- 7.1.5** Reference #1 Phone Number for Contact ★  
 Text (Single Line)
- 7.1.6** Reference #1 Contract Dates ★  
 Text (Single Line)
- 7.1.7** Reference #1 Contract Summary - Please describe reference project emphasizing similarities to UCH's requirements. ★  
 Text (Multi-Line)
- 7.1.8** Reference #2 Customer Name ★  
 Text (Single Line)
- 7.1.9** Reference #2 Street Address, City, State, Zip ★

	Text (Multi-Line)	
7.1.10	Reference #2 Contact Name Text (Single Line)	★
7.1.11	Reference #2 Email Address for Contact Text (Single Line)	★
7.1.12	Reference #2 Phone Number for Contact Text (Single Line)	★
7.1.13	Reference #2 Contract Dates Text (Single Line)	★
7.1.14	Reference #2 Contract Summary - Please describe reference project emphasizing similarities to UCH's requirements. Text (Multi-Line)	★
7.1.15	Reference #3 Customer Name Text (Single Line)	★
7.1.16	Reference #3 Street Address, City, State, Zip Text (Multi-Line)	★
7.1.17	Reference #3 Contact Name Text (Single Line)	★
7.1.18	Reference #3 Email Address for Contact Text (Single Line)	★
7.1.19	Reference #3 Phone Number for Contact Text (Single Line)	★
7.1.20	Reference #3 Contract Dates Text (Single Line)	★
7.1.21	Reference #3 Contract Summary - Please describe reference project emphasizing similarities to UCH's requirements. Text (Multi-Line)	★

## **Presentations and Site Visits (if applicable)**

### **Group 8.1: Presentations and Site Visits (if applicable)**

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8.1.1	<p>Presentations/Site Visits: The UCH selection committee may require presentations/site visits. If invited to present, the proposer/bidder will be responsible for making all the necessary arrangements and will bear all costs associated with the presentation. Presentations will be scheduled within the time allocated in the solicitation schedule. Presentation invitations will be issued only to those firms selected to participate in Stage/Phase 2 of this solicitation and will include the meeting date, time, location, length of on-site presentation and associated agenda/requirements outlining specific proposal areas for discussion, as outlined at UCH's discretion.</p> <p>Multiple Choice (Pick One)</p> <p>Agree Disagree</p>	★
8.1.2	<p>Campus Visitor Parking: Campus 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 link: <a href="http://park.uconn.edu/">http://park.uconn.edu/</a></p>	★

Multiple Choice (Pick One)

Agree  
Disagree

- 8.1.3 On-Site Accommodations: If a bidder/proposer requires on-site accommodations, UCH recommends the Contractor make arrangements at a nearby hotel. ★

Multiple Choice (Pick One)

Agree  
Disagree

## Proposal Selection Evaluation Criteria

### Group 9.1: Evaluation Criteria

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- 9.1.1 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 UCH. ★

Multiple Choice (Pick One)

Agree  
Disagree

## Financial Statements

### Group 10.1: Financial Statements

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- 10.1.1 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). UCH reserves the right to request additional information to provide any assurances of financial surety it deems appropriate. ★

Multiple Choice (Pick One)

Agree  
If your firm disagrees, provide reason below

- 10.1.2 Provide reason if your answer was Disagree above  
Text (Multi-Line)

## Federal Funds - Uniform Guidance

### Group 11.1: Federal Funds - Uniform Guidance

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- 11.1.1 Recovered Materials Pursuant to Section 6002 of the Resource Conservation and Recovery Act of 1976 (RCRA) and its implementing guidance: 40 CFR 247 (Comprehensive Procurement Guideline for Products Containing Recovered Materials), the University, to the maximum extent practicable, operates an affirmative and preferential procurement program for acquiring items that contain recovered materials. Designated item categories are: (1) paper and paper products, (2) vehicular products, (3) construction products, (4) transportation products, (5) park and recreation products, (6) landscaping products, (7) non-paper office products, and (8) miscellaneous products. Examples of products within each category are set forth in 40 CFR 247. Accordingly, the University duly places a preeminent preference for those applicable suppliers who are able to provide and verify estimates and certifications of recovered materials content in the products they offer. ★

Multiple Choice (Pick One)

Agree  
Disagree

- 11.1.2 Recovered Materials Only if you are proposing to use or supply any products that fall under the Item Designations set forth in 40 CFR 247 (Comprehensive Procurement Guideline for Products Containing Recovered Materials), please provide in an attachment verified / certified estimates of the recovered materials content within each product.

File Upload

## Insurance Requirements

### Group 12.1: General Insurance Requirements

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- 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 Health Center 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. ★
- 12.1.1** Multiple Choice (Pick One)  
Agree  
Disagree
- 12.1.2** (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. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 12.1.3** (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. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 12.1.4** (c) Workers' Compensation and Employer's Liability: As required under state law. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 12.1.5** (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. ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 12.1.6** (e) Cyber Liability Insurance (when providing services) 1. Each Occurrence \$1,000,000 2. General Aggregate \$2,000,000 ★  
Multiple Choice (Pick One)  
Agree  
Disagree
- 12.1.7** 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 Health Center. Policies shall waive the right of recovery against UCH and shall be primary. ★  
Multiple Choice (Pick One)  
Agree  
Disagree

**12.1.8** 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 UCH 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 UCH at least thirty (30) days prior to the expiration date of each expiring policy. ★

Multiple Choice (Pick One)

Agree  
Disagree

**12.1.9** If at any time, any of the policies shall be or become unsatisfactory to UCH as to form or substance, or if any of the carriers issuing such policies shall be or become unsatisfactory to UCH, the Proposer shall promptly obtain a new and satisfactory policy in replacement upon such written notice from UCH. ★

Multiple Choice (Pick One)

Agree  
Disagree

## Travel Policy Compliance

### Group 13.1: Travel Policy Compliance

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**13.1.1** All reimbursable travel must comply with UCH Travel Policy. Please refer to: <https://health.uconn.edu/policies/wp-content/uploads/sites/28/2017/07/2017-03-Travel-and-Entertainment-Policy.pdf> Invoices/receipts must be submitted to UCH. ★

Multiple Choice (Pick One)

I understand and agree



## Product Line Items

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There are no Items added to this event.

## Service Line Items

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There are no Items added to this event.

## Suppliers

---

### Huron Consulting Services Inc

Progress

Event Not Viewed

Jennifer Pavelac

[jpavelec@huronconsultinggroup.com](mailto:jpavelec@huronconsultinggroup.com)

Donna Nauta

[dnauta@huronconsultinggroup.com](mailto:dnauta@huronconsultinggroup.com)

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### Attain LLC (Attain LLC)

Progress

Event Not Viewed

Mark Davis

[mcdavis@attain.com](mailto:mcdavis@attain.com)

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### Maximus

Progress

Invitation Unaccepted

Harold Horton

[horton@maximus.com](mailto:horton@maximus.com)

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