



REQUEST FOR PROPOSAL

Digital Asset Management Software and Related Services

RFP # DS062420

Proposal Release Date

08/11/ 2020

Proposal Due Date

09/10/ 2020 at 2:00 PM (local)

Buyer: Dennis J. Sienna
Procurement Services
3 Discovery Drive, Unit 6076
Storrs, CT 06269-6076
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1.0 Introduction

The University of Connecticut (hereinafter referred to as the "University") is seeking proposals from experienced and qualified firms (hereinafter referred to as "vendor", "proposer", "bidder", "firm", or "respondent") offering a Digital Asset Management solution for the University's digital media files. In soliciting proposals, it is the University's intent to establish a single source for the provider and implementer of the solution. The University reserves the right to adopt the solution(s) of the awarded vendors for other departments as required, where applicable.

Interested parties are required to submit a proposal per the terms, conditions, requirements and specifications of this Request for Proposal ("RFP").

2.0 Background - About UConn

The University is a Land, Sea, and Space Grant consortium institution, which occupies over 4316 acres, enrolling over 32,000 students and produces over 8,700 undergraduate, graduate and professional degrees annually. 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: [2020 Factsheet](#)

3.0 Standard RFP Information/Requirements

3.1 Definitions

- 3.1.1 "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 Negotiation".
- 3.1.2 "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.
- 3.1.3 "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.
- 3.1.4 "Proposer" / "Bidder" means a person, firm or corporation submitting a proposal in response to a Request for Proposal.
- 3.1.5 "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.

- 3.1.6 "Informal communications" means any communication method other than written emails to the Point of Contact Person identified for this RFP.
 - 3.1.7 "Non-Acceptance of Proposal" means another proposal was deemed more advantageous to the University or that all proposals were rejected.
 - 3.1.8 "Offer" or "Proposal" means the Proposer's response to this Request for Proposal.
 - 3.1.9 "Services" shall mean all services described within the scope of this RFP.
 - 3.1.10 "Agreement" shall mean the contract issued as a result of this Request for Proposal.
 - 3.1.11 "Contract" may be a formal document signed by both parties or a purchase order.
 - 3.1.12 "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 proposal 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 proposal submission, from work on projects located in Connecticut.
 - 3.1.13 "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. Please see paragraph 3.13 for specific requirement(s) related to joint venture proposals.
 - 3.1.14 "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 Statute) as amended by Public Act 11-229.
 - 3.1.15 "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.
 - 3.1.16 "UConn Health" or "UCH" shall mean University of Connecticut Health and its affiliates.
- 3.2 Proposal Understanding: Proposers must demonstrate: an understanding of the statement of work (SOW), the ability to accomplish the tasks set forth; and must include information that will enable the University to determine the proposer's overall qualifications.
- 3.3 Qualification of Bidders
- 3.3.1 Offers will be considered from vendors with a demonstrated history of successfully providing similar goods and services to other institutions of higher education or private sector corporations with similar volumes and needs.
 - 3.3.2 Vendors must be prepared to provide any evidence of experience, performance and/or financial surety that the University deems necessary to fully establish the performance capabilities represented in the vendor's proposal.

- 3.3.3 The University shall make such investigations as deemed necessary to determine a vendor's ability to provide the specified goods and services and to perform in an expeditious (workmanlike) manner. The University reserves the right to reject any proposal if evidence submitted, or gained through investigation, fails to satisfy the University that a vendor is properly qualified to carry out the obligations of any contract established pursuant to this solicitation.
- 3.4 Expiration of Proposals: Proposals shall remain in effect from the RFP due date and time for a minimum period of 180 days.
- 3.5 RFP Acceptance/Rejection: The University reserves the right to cancel this solicitation, to reject any or all proposals received (or any part thereof without penalty), to waive informalities or irregularities and to award a contract not based solely on the lowest cost, but based on a Proposal which, in the sole opinion of the University, best fulfills or exceeds the requirements of this RFP and is most advantageous to the University. Firms subject to Non-Acceptance of Proposal shall be notified after a binding contractual agreement between the University and the selected Proposer exists or after the University has rejected all proposals.
- 3.6 Modified Proposals: Modified proposals may be submitted up to the due date and time designated for receipt of proposals provided they conform to these terms and conditions.
- 3.7 Pricing:
- 3.7.1 All prices offered in response to this RFP shall remain fixed for the initial term of the contract. After the initial term, the prices quoted in response to this RFP 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.
- 3.7.2 Price changes shall be submitted in writing thirty (30) calendar days prior to the date the increase rate is allowed to become effective. Acceptance of which shall be subject to the University's receipt and approval of the written documentation requesting the changes. No retroactive increased will be allowed. Price escalation is permitted only once per term.
- 3.8 Sales Tax Exemption: In accordance Conn. Gen. Stat. §12-412(1)(A), the University is exempt from local, state, and federal excise taxes.
- 3.9 Review of References: The Proposer is required to provide references from customers who are of comparable size and scope as to the University. The University is particularly interested in references that are institutions of higher education. **(Appendix D)**

- 3.10 Good Faith Negotiation: If the University and selected Proposer(s) are unable to reach a mutually agreeable contract, the University reserves the right to abandon negotiations and commence negotiations with the second highest ranked Proposer. The University will be the sole judge of the suitability of the proposed Agreement(s).
- 3.11 Incorporation of Proposal: Proposals submitted in response to this RFP may, at the University's option, be incorporated into the executed contract.
- 3.12 Proposal Preparation: The University will assume no cost for proposal preparation and/or submission. All costs will be borne at Proposer's expense.
- 3.13 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 Proposer wishes to supply any information, which it believes is exempt from disclosure under the Act, said Proposer should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the Proposal. However, any such information is provided entirely at the Proposer'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 Proposer in connection with its proposal.
- 3.14 Freedom of Information: While the University may be willing to agree not to disclose the information proactively, the University is subject to the Connecticut Freedom of Information Act, found in Chapter 14 of the Connecticut General Statutes, which may require disclosure, should the document be requested with limited exceptions. Two such exceptions that might 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. 1-210(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 question, the responsibility to substantiate claims that said would reveal trade secrets and meet the exemption requirements to would need to be borne by the owner of said trade secrets, not the University. Further, if the entity seeking access to the documents challenges the University's withholding of the document, said owner may be required to prove at the Freedom of Information Commission and/or in a Court of Law, that the release of said trade secrets would be harmful to the owner of the intellectual property or properties in question.

- 3.15 Conflict of Interest: The Proposer 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 Purchasing 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.
- 3.16 Ethics and Compliance Reporting/Whistleblower Protection: The University Office of Audit, Compliance, and Ethics is responsible for handling anonymous ethics and compliance reporting. 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.
- 3.17 Corporate Social Responsibility: In furtherance of its longstanding commitment to fundamental human rights, to the dignity of all people, and to the environment, the University requires all Vendors to adhere to the "[Vendor Code of Conduct](#)" policy.
- 3.18 Minor Defects: If, during the solicitation and/or evaluation process, the University determines that a particular mandatory requirement may be modified or waived and still allow the University to obtain goods/services that substantially meet the intent of this RFP, the mandatory requirement will be modified or waived for all proposers, and all proposals will be re-evaluated in light of the change.
- 3.19 Notification of RFP Status: Upon completion of the RFP review process, all Proposers will receive a RFP status notification. This notification covers three outcomes: No Further Consideration, Selected to Short List, or Intent to Award.
- 3.20 Debriefing: Requests for debriefing by Proposer will be accommodated upon request.
- 3.21 Advertising/Licensed Merchandise/Sponsorship Opportunities: The Proposer agrees, unless specifically authorized in writing by the University, that it shall have no right to use the University's name, seal, mark of any kind including logos and its officials and/or employees in any advertising, publicity, or promotion including, but not limited to, any expression or implication of endorsement by the University.
- 3.22 Award: A contract will be awarded to the Proposer(s) whose proposal(s) are deemed to be the most advantageous to the University, in accordance with the criteria set forth within the RFP, taking into account the quality of the goods or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, warranty and financial responsibility. The University may:

- 3.22.1 reject the proposal of any Proposer who is in default of any prior contract or is guilty of misrepresentation or any Proposer with a member of its firm in default or guilty of misrepresentation.
- 3.22.2 correct inaccurate awards resulting from clerical or administrative errors in accordance with and pursuant to the Regulations of Connecticut State Agencies.
- 3.22.3 make an award contingent upon the successful Proposer's execution of the applicable required State of Connecticut certifications and affidavits.
- 3.22.4 award by item, groups of items or total bid; to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the University will be served.

4.0 Scope and Specifications

4.1 Overview and Background

The University of Connecticut is soliciting proposals from experienced and qualified vendors to implement and support a new Digital Asset Management Solution. Currently, the University uses an existing system known as Extensis Portfolio for managing digital assets. The new DAM solution, from the successful proposer, will be the central repository for all creative and content materials within UConn, from marketing material to content for educational curriculum, impacting the worldwide recruitment and educational endeavors of the University. This single source of written content and imagery, as well as finished video and design elements, will seamlessly integrate into website assets and other digital communication channels in order to keep our materials up to date and organized. As a center of cutting-edge collaborations, UConn looks forward to finding a robust DAM platform that will better expand our reach and further our mission to bring quality education to everyone, everywhere.

Media is currently created on several platforms throughout the University, ranging from video, to graphic, audio, written and other digital assets. These various units throughout the university also leverage outside vendors and purchase creative media, such as stock imagery, stock video, stock audio and other digital media as well as custom-created media. The new DAM system will be the single storage point for all media assets as our many units within the University continue to purchase and create such media.

4.2 Scope of the RFP

The purpose of this RFP is to solicit proposals from firms interested in providing a Digital Asset Management solution. Detailed requirements have been included in Appendix A, Technical Proposal Response Matrix. The overall scope of the relationships(s) resulting from this RFP may include but shall not be limited to:

- 4.2.1 A Digital Asset Management software solution ("Solution") featuring the following:
 - A user-friendly interface
 - Simple sharing method via links & publicly viewable galleries
 - On-site storage of assets, or scheduled full backups to on-site storage (note: an on-premises or cloud solution may be considered)

- Integration with WordPress and Adobe products
- Integrated facial recognition

Please refer to Appendix A for detailed technical and functional requirements

- 4.2.2 Related implementation, DAM system migration, and training services
- 4.2.3 Go-live support and post go-live on-call consulting and solution optimization services
- 4.2.4 Any hardware, equipment, and / or supplies required to meet the functional and technical requirements outlined in Appendix A.
- 4.2.5 Any additional items available from the Contractor not specifically included in the scope of this RFP that are tangential to, or used in conjunction with, the Solution.

4.3 Proposer Qualifications

- 4.3.1 Respondents must be prepared to provide any evidence of experience, performance and/or financial surety that the University deems necessary to fully establish the performance capabilities represented in their proposal.

4.4 Contract, Contract Term, and Contract Commencement

The University of Connecticut plans to award a contract from this RFP for an anticipated initial term (“Initial Term”) of three (3) years in addition to the period of time required to support implementation of the awarded Respondent’s solution. Thereafter, license fees, support and maintenance will be renewed, by written amendment to the original agreement, executed by both parties for terms of up to two (2) years, or parts thereof. The contract commencement date shall be negotiated for the earliest date after contract award. Vendor should specify the best possible start date

5.0 Evaluation Criteria and Process

- 5.1 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	Weight
End User Experience	30 Points
As described in Appendix A and throughout this RFP, Solution possesses as a simple, user-friendly interface, effective and intuitive searching capabilities, and simple and effective sharing features.	
Asset Management	20 Points
As described in Appendix A and throughout this RFP, Solution possesses user-friendly ingestion methods in addition to strong capabilities surrounding version control, image/facial recognition, metadata editing, and archival.	
User Management	10 Points
As described in Appendix A and throughout this RFP, Solution possesses capabilities in regards to role assignment, asset restrictions/viewability by role, and audit trail tracking	
Analytics	5 Points
As described in Appendix A and throughout this RFP, Solution possesses intuitive and strong Analytics and Reporting capabilities	
Integration	5 Points
As described in Appendix A and throughout this RFP, Solution meets various requirements surrounding mobile integration, Wordpress integration, Adobe integration, and API availability	
Setup	15 Points
As described in Appendix A and throughout this RFP, Solution meets various requirements surrounding on-site storage/backup, HIPPA Compliance, Non-export agreement/GDPR compliance, and Training and Configuration Services	
Cost	15 Points
Proposed cost is competitive and demonstrates a superior level of value based on the above criteria.	
TOTAL POINTS AVAILABLE:	100 POINTS

- 5.2 Response Clarification If the evaluation committee reviewing the proposals determines that any or all of the responses require some clarification, the committee may require any or all

of the bidders to clarify their responses through an oral presentation or through written responses to written questions. At such an oral presentation or in such written questions, the committee may request the bidder to clarify or explain items in its response. However, the oral or written presentation may not be used to change or supplement the original response.

5.3 The University expressly reserves the following rights:

- 5.3.1 To reject any and all proposals and to waive any informalities, irregularities or technical defects in the proposal if it is deemed to be in the best interest of the University.
- 5.3.2 To solicit, receive and/or utilize information from any persons or entities referenced or used as references, or from persons or entities having knowledge of the proposer's experience, abilities, past performance, integrity, financial status or any other definitive characteristics.
- 5.3.3 The submission of a proposal shall constitute an express authorization by the firm to the University to obtain all information it deems pertinent.

5.4 Selection: Proposals will be evaluated in conjunction with the anticipated needs of the University and the information provided by the proposers as well as any information obtained in follow up from references, persons, or other sources identified by the proposer or otherwise known to the University. A committee will review the materials provided and at its sole discretion determine the final selection.

5.5 Notification: All participants will be notified of the status of their proposal as soon as practical after determination by email. Successful firms will be issued a Letter of Intent to Award by the University.

5.6 Contract: A draft Purchasing Agreement is included with this RFP (Appendix E). As part of your proposal response, please provide redlines where appropriate and provide any contractual terms in conditions relevant to your product and service offering. The University reserves the right to modify the agreement or waive any informality as it deems to be in the best interest of the University.

5.7 The University reserves the right to make multiple awards as a result of this RFP if it is deemed by the University to be in the best interest of the University.

6.0 Instructions to Bidders

6.1 RFP Schedule

RFP SCHEDULE	DUE DATES*
RFP Issue/Release	08/11/2020
RSVP for pre-bid conference	Not Applicable
Pre-bid conference	Not Applicable
Deadline for Questions	08/21/2020 2:00 PM ETD
Response to Bidder Questions	08/26/2020
Bid Due Date & Time	09/10/2020 2:00 PM (Local Time)
Proposer Presentations/Solution Demonstrations	Dates to be determined
Anticipated Award Date	10/01/2020
Target Contract Service Commencement	Upon contract execution
*Subject to change as deemed necessary by the University.	

6.2 Point of Contact: All communications and/or inquiries regarding this RFP **must** be directed to the contact person identified below. All questions must be submitted in writing using the Procurement Professional's email address no later than Deadline for Written Inquiries date listed above in Section 6.1.

Dennis Sienna
Purchasing Agent II
3 Discovery Drive, Unit 6076
Storrs, CT 06269-6076
E-mail: dennis.sienna@uconn.edu

Include in the subject line: **RFP – Digital Asset Management**

6.3 Communications

6.3.1 Upon formal issuance of a RFP, the University and Applicant(s) will cease all informal communications relevant to the RFP and assume a formal, in writing, communication posture until a binding contractual agreement is executed with the selected Applicant(s), all other Applicants have been notified as to their RFP status, or when the University formally rejects all responses and cancels the RFP process. Failure to adhere this provision may result in an Applicant being declared ineligible, response rejection, or RFP cancellation. The University will not respond to any request for clarification received after the Deadline for Written Inquiries, as noted in Section 6.1, has expired.

6.3.2 Under no circumstances, may any applicant or its representative contact any employee or representative of the University regarding this RFP prior to the closing date, other






than as provided in Section 6.2. Strict adherence to this important procedural safeguard is required and appreciated. Any violation of this condition may result in the applicant being considered as non-compliant and ineligible for award.

- 6.4 Addenda: Addenda are issued in response to questions and/or University clarifications and revisions to the RFP. Addenda are incorporated into the RFP and may be incorporated along with the RFP into any resulting contract. The University is solely responsible to post addenda on the University of Connecticut Procurement Services website at <http://purchasing.uconn.edu/bid-opportunities/> and the State of Connecticut Department of Administrative Services' Procurement website at http://www.biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2. The Applicant is solely responsible to obtain/retrieve addenda from either website. Failure of an Applicant to retrieve any addendum shall not relieve the Applicant of any responsibility for complying with the terms thereof. All addenda must be signed by an authorized representative of the Applicant and returned with the response. Failure to sign and return any and all addenda may be grounds for rejection of the proposal response.

7.0 Submission Instructions

- 7.1 RFP Due Date and Time: Responses are due on **September 10, 2020 at 2:00pm (local time)**. Any proposal received after the stated due date and time will be rejected and may be returned to the Proposer.
- 7.2 Proposals: Proposals must be submitted **VIA EMAIL**, to researchbid@uconn.edu in a media format as identified below in Section 7.5, clearly marked with the label below and the name and address of the Proposer. Hard copies will not be accepted.
- 7.3 Responses: Responses must be submitted, in a media format as identified below in Section 7.5, clearly marked with the RFP number and the name and address of the Applicant.
- 7.4 Response Media: N/A
- 7.5 Response Submittal Format: Provide a proposal formatted as a PDF which is clearly bookmarked in accordance with the designations below. (Note: Some documentation are to be submitted in WORD or EXCEL formats as indicated)
- 7.5.1 Letter of Transmittal: Provide a summary of what is being proposed, including but not limited to a University-hosted solution, Vendor-hosted solution, or a SaaS solution.
- 7.5.2 FORM OF PROPOSAL: (See Section 8.0)

- 7.5.3 Executive Summary: Provide a summary of the important points of the proposal and key benefits of being selected as the Contractor, including but not limited to whether an on-premise, Vendor-hosted, or a SaaS solution is being proposed.
- 7.5.4 Technical Proposal: Provide a detailed description of the activity or work output, the means of accomplishing the work, and how the work will be performed, demonstrating an overall understanding of the required effort in relation to the Scope and Specifications outlined in Section 4 and Appendix A. Your Technical Proposal must include:
- 7.5.4.1 A detailed narrative or documentation clearly addressing of all content outlined in Section 4: Scope and Specifications.
 - 7.5.4.2 A complete response to Appendix A, Technical Proposal Response Matrix.
 - 7.5.4.3 A detailed project plan, to include the following information for each project phase: a detailed description of the work to be performed; the responsibilities of both the University and the Proposer; and the deliverables.
 - 7.5.4.4 A detailed narrative outlining your implementation plan and project management methodology.
 - 7.5.4.5 Detailed SLAs governing any services provided, including but not limited to uptime guarantees and technical support ticket response times and escalations.
 - 7.5.4.6 Resumes / CV's of the implementation team and project staff resources outlined in the response to Appendix A.
 - 7.5.4.7 Vendors must describe the amount of notice provided to customers for unscheduled maintenance.
 - 7.5.4.8 Similar Contracts: Provide a list of accounts within the past five (5) years that are of similar size and scope as to that of the University.
- 7.5.5 Organization and Management Proposal: Provide a detailed description of how the project will be organized, scheduled, managed, tracked and reported covering the following areas:
- 7.5.5.1 Management Policies (which should include but not be limited to how account managers are supervised and report in to the company, how issues are escalated, what kind of management check-ins are done with the account, whether there are quarterly or annual business reviews, and related policies as it pertains to the overall management of the account and the interactions between the client, account management staff and management of the company. The availability of policies will vary according to the structure of the company, their documentation and their policies and procedures).
 - 7.5.5.2 Company Organization (organizational chart).
 - 7.5.5.3 Key Personnel: Please provide a complete list of staff who would be assigned to the University's account if your firm is identified as the successful Proposer.
 - 7.5.5.4 Work Breakdown Schedule (basis for organizing, scheduling, reporting, tracking and managing projects within the company).
 - 7.5.5.5 A complete response to Appendix B, Company Profile.

- 7.5.6 Financial Proposal: Proposers shall include a separate Financial Proposal which addresses the following:
- 7.5.6.1 Costs for software subscription, including volume discounts.
 - Clearly indicate applicable cost model. This may include but not be limited to a Base licensing cost, Cost Per User, Cost Per Concurrent User, Cost Per Asset/Data Volume, etc.
 - 7.5.6.2 Provide a line-item breakout of all start-up costs associated with the proposed solution, including implementation and data migration services and / or ongoing professional services.
 - 7.5.6.3 Provide a line-item break out of all costs for initial training and project management costs, including any associated fee (i.e. travel and meals).
 - 7.5.6.4 Provide a line-item breakout for any ongoing training.
 - 7.5.6.5 A complete list of all consulting / professional service roles available to support ad-hoc needs during the term of the contract(s) resulting from this RFP.
 - 7.5.6.6 Provide details of any discounts the University is eligible to receive.
- 7.5.7 Appendices
- 7.5.7.1 Appendix A – Technical Proposal Response Matrix
 - 7.5.7.2 Appendix B – Company Profile
 - 7.5.7.3 Appendix C – Anti Collusion Affidavit
 - 7.5.7.4 Appendix D – References
 - 7.5.7.5 Appendix E – Sample Contract Form
- 7.5.8 Required Forms:
- 7.5.8.1 Form 1 Gift and Campaign Certification  [Form 1 Adobe.pdf](#)
 - 7.5.8.2 Form 5 Consulting Agreement Affidavit  [Form 5 Adobe.pdf](#)
 - 7.5.8.3 Form 6 Affirmation of State Ethics Laws Summary  [Form 6 Adobe.pdf](#)
 - 7.5.8.4 Form 7 Iran Certification  Form 7 Adobe.pdf
 - 7.5.8.5 Non-Discrimination Certification (**Use Form C**)
<http://www.ct.gov/opm/cwp/view.asp?a=2982&Q=390928>
 - 7.5.8.6 Bidder Contract Compliance Monitoring Report
 [Notification to Bidders/Contract Compliance Monitoring Report](#)
 - 7.5.8.7 SEEC FORM 10 Acknowledgement of Receipt
[SEEC FORM 10 Acknowledgement of Receipt](#)
 - 7.5.8.8 CT Economic Impact Form [Connecticut Economic Impact Form](#)
 - 7.5.8.9 Anti-Collusion Affidavit (See Attachment 2)

8.0 Form of Proposal

To: University of Connecticut
Procurement Services
3 Discovery Drive, Unit 6076
Storrs, CT 06269-6076

09/10/2020

1. The undersigned proposer, in response to our Request for Proposal for a Digital Asset Management System, having examined the proposal documents and being familiar with the conditions surrounding the proposed products and services, hereby proposes to provide such products and services meeting the requirements outlined in this Request for Proposal, in accordance with the proposal attached hereto.

2. Proposer acknowledges receipt of the following addenda which are a part of the bidding documents:

_____ _____ _____ _____
Addendum #1 addendum #2 addendum #3 addendum #4

These spaces may be left blank if no addenda were issued.

3. 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.

4. Proposer agrees that this offer shall be good and may not be withdrawn for a period of 180 days after the public bid opening.

5. 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.

6. Proposer agrees that the response to this bid 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.

7. Is proposer **currently** a State of Connecticut Small Business Enterprise and **certified** with DAS?

Yes () If yes, a Copy of the Certificate must be attached to your proposal

No ()

8. Payment Terms: _____

9. Representative:

Name: _____

Telephone: _____

Email: _____

Years of Experience: _____

Signed this _____ day of _____, 2020

Firm Name: _____

Address: _____

F.E.I.N. # _____

Authorized Signature _____

Print Name/Title: _____

9.0 Appendix A – Technical Proposal Response Matrix

A complete response to Appendix A must accompany the Technical Proposal required pursuant to section 7.5.4.

10.0 Appendix B – Company Profile

Please refer to the the Microsoft Excel Response template for this mandatory submittal. Responses to Appendix B must be submitted in Excel format.

11.0 Appendix C – Anti-Collusion Affidavit

Please refer to the PDF portfolio within which this RFP was published to secure this mandatory submittal.

12.0 Appendix D –References

Instructions: Please complete the following sections for each of the Proposer’s three (3) references. These references should be of comparable size and scope to the University’s requirements as set forth in the RFP document.

Reference - #1		
Proposer:		
Customer Name:		
Street Address:		
City, State, Zip:		
Contact Name:		
Email Address:		
Phone/Cell:		
Contract Dates:	Start Date:	End Date:
Contract Summary: Please describe reference project emphasizing similarities to the University Scope of Work below. The summary may not exceed two (2) pages in length.		

Reference - #2		
Proposer:		
Customer Name:		
Street Address:		
City, State, Zip:		
Contact Name:		
Email Address:		
Phone/Cell:		
Contract Dates:	Start Date:	End Date:
Contract Summary: Please describe reference project emphasizing similarities to the University Scope of Work below. The summary may not exceed two (2) pages in length.		

Reference - #3		
Proposer:		
Customer Name:		
Street Address:		
City, State, Zip:		
Contact Name:		
Email Address:		
Phone/Cell:		
Contract Dates:	Start Date:	End Date:
Contract Summary: Please describe reference project emphasizing similarities to the University Scope of Work below. The summary may not exceed two (2) pages in length.		

13.0 Appendix E – Contract Form

Please refer to the PDF for a copy of the standard contract form used by the University. Any exceptions to the terms and conditions of this contract form MUST be included in the document titled “Exceptions to Terms and Conditions” as required per section 5.6 of the RFP.

14.0 Appendix F – Gov. Jodi M. Rell Ethics Memo

Please refer to the PDF portfolio within which this RFP was published to review this document.