



THE TEXAS A&M UNIVERSITY SYSTEM

Office of Procurement and HUB Program

REQUEST FOR PROPOSAL

RFP NUMBER: RFP01-CIO-23-150

DATA MANAGEMENT SERVICES

PROPOSAL MUST BE RECEIVED PRIOR TO:

2:00 P.M. Central time (CDT) on June 13, 2023

EMAIL RFP RESPONSES TO:

soprocurement@tamus.edu

SUBJECT LINE: CIO-23-150 System Data Management Services

Attn: Jeff Zimmermann

NOTE: Proposal response must be received by The Texas A&M University System Office of Procurement and HUB Program before the date and time specified for receipt of proposal as stated within Section 2.3 of this RFP. After the due date and time, only the names of respondents will be made public.

REFER INQUIRIES TO:

Jeff Zimmermann, Executive Director
Procurement and Business Services | HUB Program
The Texas A&M University System
Email: soprocurement@tamus.edu

All proposals shall become the property of the State of Texas upon receipt. Proposals may be subject to public review after contracts have been executed. Refer to Section 5 for more information regarding confidential and proprietary information.

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SECTION 1 - INTRODUCTION

1.1 **Scope**

The Texas A&M University System (“A&M System”) is seeking proposals for innovative approaches to assist its member universities and agencies (“Member” or “Members”) with the implementation and operations of data management programs as required by Texas Government Code, Section 2054.137, and other data governance needs as required by each Member.

Examples of potential solutions and approaches may include, but are not limited to; managed services models, centers of excellence, staff augmentation, and deliverables-based services.

It is the intent of A&M System to establish a master services agreement (“Agreement”) with one or more firms (referred to as “Respondent” or “Vendor”) to meet the needs of its Members per the requirements listed in Section 3.

By submitting responses, each Respondent certifies that it understands this RFP and has full knowledge of the scope and nature of the opportunity described herein. Each Respondent also certifies that it understands that all costs relating to preparing and responding to this RFP will be the sole responsibility of the Respondent. Proposals shall be in accordance with the terms, conditions, and requirements set forth in this Request for Proposal (RFP).

1.2 **About The A&M System**

The Texas A&M University System is one of the largest systems of higher education in the nation, with a budget of \$7.2 billion. Through a statewide network of 11 universities, a comprehensive health science center, eight state agencies, and the RELLIS Campus, the A&M System educates more than 152,000 students and makes more than 24 million additional educational contacts through service and outreach programs each year. System-wide, research and development expenditures exceed \$1 billion and help drive the state’s economy. More information about the A&M System and all its members can be found the [A&M System About](#) page.

1.3 **Priorities/Expectations**

Respondents should note the following priorities/expectations with regard to the possibility of A&M System establishing a contractual relationship with any Respondent:

- (a) *Ensuring a Quality Level of Service.* This priority encompasses the quality of the level of service that can be provided to all A&M System Members in a timely, cost-effective manner. A&M System is seeking a Respondent or Respondents that will ensure the provision of such quality in its delivery of service through proven techniques and established metrics.
- (b) *Level of Experience and Expertise.* Respondent must demonstrate its capabilities in providing the utmost level of experience and expertise to ensure successful completion of services as determined by A&M System.
- (c) *Delivery Efficiency as it Relates to Total Costs.* Respondent must demonstrate its ability to deliver the required services in a cost-effective and timely manner while not sacrificing the quality required by the A&M System.

1.4 Calendar of Events

<u>Activity</u>	<u>Date</u>
Release of Request for Proposal	May 12, 2023
Deadline to Submit Questions	May 26, 2023
Release of Addendum (if applicable)	May 31, 2023
Responses Due	June 13, 2023, by 2:00 p.m. CDT
Interviews (at A&M System's option)	TBD
Selection of Respondents	TBD

A&M System will make every effort to adhere to the above schedule. The schedule, however, is subject to change. This may be in the event that further clarification of responses or terms of contract are in the best interest of A&M System and/or in the event A&M System requires more time to ensure that the selection of the Respondent is in accordance with its policies, rules and regulations, as well as actual timing needs.

1.5 Performance Period

Should A&M System, in its sole discretion, enter into an Agreement with one or more successful Respondents as a result of this RFP, the resultant Agreements shall be effective upon execution for a period of five (5) years. Any resultant Agreement may be extended for up to two (2) additional two (2) year terms, providing all parties mutually agree in writing on the extension. Any extensions shall be at the same terms and conditions plus any approved changes to be determined by the A&M System and negotiated in writing with the successful Respondent. The A&M System reserves the right to amend the terms of any resultant agreement as necessary to meet state or federal requirements.

SECTION 2 - INSTRUCTIONS FOR RESPONDENTS

2.1 General Information

The Texas A&M University System ("A&M System") is seeking proposals for innovative approaches to implement and operate data management programs for The Texas A&M University System and its Members. This RFP outlines the scope and requirements within Section 3. While it is the intent of the A&M System to establish an Agreement with a pool of qualified providers for the services stated within this RFP, there is no guarantee that an award will be made, or any agreement executed. If a pool of providers is established as a result of this RFP, Members will have the option to choose services and providers from the pool at their discretion.

Submittals are to be in accordance with the outline and specifications contained herein, are to remain in effect a minimum of 120 days from the date of submission and may be subject to further extensions as negotiated. A statement to this effect should be contained in the Respondent's cover letter.

This RFP contains specific requests for information. Respondents are encouraged to examine all sections of this RFP carefully, as the degree of interrelationship between sections is critical. In responding to this RFP, Respondents are encouraged to provide any additional information they believe relevant.

Clause headings appearing in this RFP have been inserted for convenience and ready reference. They do not purport to define, limit or extend the scope of intent of the respective clauses. Whenever the terms "must" "shall" "will" "is required" or "are required" are used in the RFP, the subject being referred to is to be a required feature of this RFP and critical to the resulting submittal.

In those cases where mandatory requirements are stated, material failure to meet those requirements could result in disqualification of the Respondent's response. Any deviation or exception from RFP specifications must be clearly identified by the Respondent in its submittal.

Expenses for developing and presenting proposals shall be the entire responsibility of the Respondent and shall not be chargeable to the A&M System. All documentation submitted with the proposal response will become the property of the A&M System.

2.2 Examination of the Request for Proposal

Before submitting, each Respondent will be held to have examined A&M System requirements outlined in Section 3 and satisfied itself as to the existing conditions under which it will be obligated to perform in accordance with specifications of this RFP.

No claim for additional compensation will be allowed due to unfamiliarity with the specifications and/or existing conditions. It shall be understood that the Respondent has full knowledge of all of the existing and/or revised conditions and accepts them "as is."

2.3 Submittal Instructions

All proposals must be received by the A&M System, no later than **2:00:00 p.m. CDT, June 13, 2023** electronically via email to soprocurement@tamus.edu with the subject line of "**RFP01 CIO-23-150 – Data Management Services.**" The sent time indicated within the A&M System email server shall be used for the receipt and acceptance of the response. It is each Respondent's responsibility to ensure that the entire submittal response is received by the A&M System by the deadline stated

above regardless of submission method. **Late proposal responses will not be considered under any circumstances.**

A file sharing tool may be used to submit the proposal response if large file sizes are an issue. If opting to use a file sharing tool it is recommended that Respondents send a test file prior to the due date.

Submittal File Format: Submission shall be saved as two (2) separate files in Adobe Portable Document Format (PDF) according to the items listed below and named as such; **I) “company name – Proposal”** and **II) “company name – Forms.”**

2.4 Proposal Components

The following documents and all requirements from noted sections are to be returned as part of your proposal submittal. Failure to include these documents may be basis for response disqualification.

I. Proposal

- ✓ Cover Letter to include a brief introduction with interest and capability of the Respondent.
- ✓ Table of Contents
- ✓ Proposal, to include Sections 4.1 – 4.3
- ✓ Pricing Proposal, Section 4.4

II. Forms

- ✓ Signed Execution of Offer (Exhibit A)
- ✓ Non-Collusion Affidavit (Exhibit B) – signed and notarized
- ✓ Historically Underutilized Business (HUB) Plan (Section 4.6)

Proposal format: The proposal response shall be presented in the order listed above with sections noted accordingly for easy reference. The Table of Contents shall provide page numbers for each section of the proposal.

Note: Additional information regarding the Execution of Offer and Non-Collusion Affidavit.

- Execution of Offer: The signature in the Execution of Offer within the electronic copy shall serve as the official signature of record. Signature can be done electronically with DocuSign, Adobe or another similar tool.
- Non-Collusion Affidavit: The Respondent signature as well as the notarization on this document may be done electronically with DocuSign, Adobe or another similar tool. An agreement may not be executed with the awarded Respondent until this document is fully signed and notarized.

2.5 Inquiries and Interpretations

All questions concerning this RFP are to be directed, in writing, to Jeff Zimmermann, Director, Procurement and Business Services to soprocurement@tamus.edu. Respondent may not contact other individuals at A&M System to discuss any aspect of this RFP, unless expressly authorized by

the A&M System Procurement office to do so.

Questions regarding the RFP, including questions for more data or information beyond that included in this RFP and any attachment, should be presented in writing. **Deadline for submission of questions is May 31, 2023.** The A&M System will publish all questions with responses according to the schedule in Section 1.4.

Responses to inquiries which directly affect an interpretation or change to this RFP will be issued in writing by addendum/amendment and posted to the Electronic State Business Daily (ESBD) at the following site; <http://www.txsmartbuy.com/sp>. (Input Agency Number "710" and select "Posted" for the Status)

It is the responsibility of all Respondents to check the ESBD for any and all addenda issued for this RFP. All such addenda/amendments issued by the A&M System prior to the time that proposals are received shall be considered part of the RFP, and the Respondent shall consider and acknowledge receipt of such in their proposal. Only those A&M System inquiries receiving a public reply via formal written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

2.6 Selection Process

The evaluation of the proposals shall be based on the information provided that the A&M System deems to represent the **best value** to the A&M System. The RFP provides the information necessary to prepare and submit proposals for consideration by the A&M System. All properly submitted proposals will be reviewed, evaluated, and ranked by the A&M System. The A&M System will rank the Respondents in the order that they provide the overall "best value" to the A&M System based on an evaluation of the responses to the RFP. The A&M System may interview one or more of the top ranked Respondents as part of the evaluation process.

The A&M System will base its choice on demonstrated experience, competence, knowledge, qualifications, reasonableness of the proposed fees for the services, efforts to include and maximize HUB participation, any other factors as deemed relevant by the A&M System; and if other considerations are equal, give preference to a Respondent whose principal place of business is in the state of Texas, who will manage the contract wholly from an office in the state of Texas, or who is certified as a Historically Underutilized Business in the state of Texas.

The Respondent selected will be the one whose experience and qualifications, as presented in response to this RFP, establish them, in the opinion of A&M System, as well-qualified and offering the greatest benefits, experience and value to A&M System. A&M System may cancel this RFP or reject proposals at any time prior to an award and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should A&M System determine in its sole discretion that only one Respondent is fully qualified, or that one Respondent is clearly more highly qualified than the others under consideration, a contract may be negotiated and executed with that Respondent. The contract will be an agreement incorporating by reference all the requirements, terms and conditions of the solicitation and the Respondent's proposal as negotiated.

The most qualified Respondents as determined by A&M System MAY BE REQUIRED to interview with the evaluation committee before the final selection(s). If interviews are required, they will be done online through video conferencing, or in person if allowed at the time by A&M System guidelines and agreed to by both parties. A&M System will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for proposal preparation,

submission or interviews that may be conducted.

Submission of proposals indicates Respondent's acceptance of the evaluation techniques and the recognition that subjective judgments must be made by A&M System during the evaluation process. The selection of the successful proposal(s) may be made by A&M System on the basis of the proposals initially submitted, without discussion, clarification, or modification. In the alternative, selection of the successful proposal(s) may be made by A&M System on the basis of negotiation with any of the Respondents. A&M System shall not disclose any information derived from the proposals submitted by competing Respondents in conducting such discussions.

All proposals must be complete and convey all the information requested to be considered responsive. If a proposal fails to conform to the essential requirements of the RFP, A&M System alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable, and therefore a candidate for further consideration, or not susceptible and therefore not considered for award.

A&M System may perform reference checks and seek further information, as needed from all Respondents whose proposals A&M System, at its discretion, considers viable, based on the initial evaluation and scoring. The Respondent's response to this requirement officially authorizes A&M System to contact these organizations to discuss the services and other considerations that the Respondent has provided to such organizations and authorizes the organizations to provide such information to A&M System and Respondent shall and hereby does release and hold harmless A&M System, the state of Texas, and the organization of any and all liability whatsoever, in connection with providing and receiving all such information. Any negative responses received from reference checks may be grounds for disqualification of the proposal.

A&M System reserves the right to accept or reject any or all offers, to waive informalities and technicalities, to accept the offer considered most advantageous, and/or to make the award to the most responsive Respondent(s).

SECTION 3 - SCOPE AND SUPPORT

3.1 General

The A&M System is requesting proposals for assistance in implementing and operating data management programs within each Member of the A&M System. The adoption of Texas Senate Bill 475, passed in the 87th legislative session, places new requirements on each A&M System Member. Data management and data governance is also increasingly recognized as strategic and critical for future success.

The A&M System is looking for a deliverable-based and/or resource-based approach to implement and sustain its data governance programs. This may include support of an existing data management program, enhancements of the existing data management program, or establish and implement a data management program for the Member.

The proposed solution should include the vendor's service model(s) as well as address how the vendor can assist A&M System Member in achieving the following objectives.

- 3.1.1 In compliance with Texas Government Code, Section 2054.137, manage, support, and/or develop and implement a data governance program for an A&M System agency or institution to oversee its data governance program
- 3.1.2 Establish a data management program for the A&M System Member that will exercise authority and management over the agency's data assets. To accomplish this requirement the vendor may need to perform one or more of the following:
 - a. Establish a data governance organizational framework
 - b. Establish a data governance process framework
 - c. Define key roles that will support the DMO framework (Data Management Officer, data stewards, data custodians, business analyst, data architects/ engineers, SIO)
 - d. Develop a roadmap including timeline and budget based on the approved DMO Charter
- 3.1.3 Guide the A&M System Member data management program in identifying the agency's data assets
- 3.1.4 Ensure compliance with related processes and procedures to oversee the agency's data assets, including contextual information and metadata
- 3.1.5 Implement best practices for managing and securing data in accordance with state privacy laws and data privacy classification
- 3.1.6 Ensure the Member's records management programs apply to all types of data storage media
- 3.1.7 Increase awareness of and outreach for the Member's records management programs within the agency
- 3.1.8 Conduct a data maturity assessment of the Member's data governance program in accordance with the requirements established by department rule
- 3.1.9 Coordinate with the Member's Chief Information Officer, System Chief Information Security Officer, and the System Chief Information Officer in providing program status to the Texas Department of Information Resources (DIR)

3.2 **Scope**

3.2.1 Data, Applications, and Scope

Generally, the applications and related data in scope will be those specifically listed and/or connected to those listed in Exhibit C – Member Profiles.

3.2.2 A&M System Members in Scope

The A&M System Member universities and agencies in scope for this RFP are listed here.

Universities

Prairie View A&M University
 Tarleton State University
 Texas A&M International University
 Texas A&M University
 Texas A&M University - Central Texas
 Texas A&M University - Commerce
 Texas A&M University - Corpus Christi
 Texas A&M University - Kingsville
 Texas A&M University - San Antonio
 Texas A&M University - Texarkana
 Texas A&M University at Galveston
 West Texas A&M University

Agencies

Texas A&M Agrilife Extension Service
 Texas A&M Agrilife Research
 Texas A&M Engineering Experiment Station
 Texas A&M Engineering Extension Service
 Texas A&M Forest Service
 Texas A&M Transportation Institute
 Texas A&M University Health Science Center
 Texas A&M Veterinary Medical Diagnostic Laboratory
 Texas Division of Emergency Management
 The Texas A&M University System

3.3 **Support Proposal**

A&M System seeks proposals for services to support, enhance, and/or implement data management programs for the A&M System and its members. Respondents are asked to address the functions and requirements outlined in sections 3.1, and address the requirements below.

- 3.3.1 Service and Delivery Models. As described in the introduction, services may come in the form of managed services, centers of excellence, staff augmentation, or deliverable based services. Responses must address the approach or approaches provided and available from the Respondent.
- 3.3.2 Pricing. The proposal must address the applicable pricing approach for each type service model including, but not limited to, rate cards for staff augmentation, pricing for managed services, and price development approach for deliverable based services delivered via statements of work (SOW).
- 3.3.3 Experience and expertise. The proposal must address the skills, expertise, and capacity of the organization's ability to deliver the required services. Including:
- Breadth of Required Skills – Including the number and depth of resources within the vendor's organization that contain the required skills needed to support the data management program(s).
 - Breadth of Vendor Portfolio and practice – Including any type of service the vendor feels may be relevant in the future for A&M System or members, but is not specifically laid out in this RFP. Example: Collibra, Snowflake, Microsoft Azure

- Domain Expertise – Including the number and types of engagements in the higher education industry directly relevant to the services required in this RFP
 - Tools - Including any technology, capability, or application the vendor requires A&M System members to possess in order for the vendor to effectively deliver the services
- 3.3.4 Service Levels. If proposing managed services or center of excellence models, the Respondent must address how the vendor will commit to performance:
- Service Levels – Including the types of Service Levels, FTE Levels, and/or pricing
 - Metrics – As applicable, the types of metrics that will be recommended to ensure performance and value return for A&M System
- 3.3.5 Governance. The model(s) must address how the vendor will work with A&M System members, and potentially a third party, to oversee the performance and continuous improvement for the services outlined in the vendor’s response:
- a. Strategic Governance – Including who, how, and when the vendor’s organization will interact with A&M System member and the potential third party to ensure a continuous improvement approach to the relationship.
 - b. Operational Governance – Including who, how, and when the vendor’s organization will interact with A&M System member to ensure day-to-day issues, demand, prioritization, and execution are occurring.
 - c. Security, Risk & Issue Management – Including who, how, and when the vendor will escalate issues with the model, the services, and/or A&M System members. Vendor must also include recommendations on who, how, and when A&M System members will escalate and manage applicable issues.
 - d. Executive Oversight & Account Management – Including who from the vendor will be accountable for all services and decisions with regard to the A&M System member relationship.
- 3.3.6 Other Areas. The vendor may choose to propose other services and expertise, related to Data Management Services, which it may recommend as an additional or value-add services. Examples include, but not limited to:
- Data Governance
 - Business Intelligence and Data Warehouse Management
 - Data Integration and Interoperability Management
 - Documents and Content
 - Reference and Master Data
 - Metadata Management
 - Data Quality
 - Data Storage and Operations
 - Data Security

SECTION 4 - PROPOSAL RESPONSE

The Respondent recognizes that in its selection process A&M System will rely, in part, on the answers provided in response to this Section. Accordingly, Respondent warrants to the best of its knowledge that all responses are true, correct and complete.

4.1 Company Profile

- A. Provide a contact name for this RFP response, including title, address, telephone number and email address.
- B. Number of years in business: _____
- C. Number of Employees: _____ (company wide) _____ (relevant branch office(s))
- D. Annual Sales Volume: _____(company wide)
- E. Is your company currently for sale or involved in any transaction to expend or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- F. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with the Agencies.
- G. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If yes, specify date(s), details, circumstances, and prospects for resolution.

4.2 Technical Proposal

Respondent should describe how their services can address the overall needs and requirements of the A&M System as described in *SECTION 3 – SCOPE AND SUPPORT*.

In responding to these requirements Respondent:

- Must provide narrative in response to the requirements described in Section 3.3 (Support Proposal) addressing all requested information
- May provide services documentation that support their ability to meet the requirements of the A&M System
- May provide other documentation and information to demonstrate the overall value of the Services

Specifically, the successful Respondent(s) will provide the following core elements in the proposal:

- Discussion of the methodologies and practices used by the firm to address our needs
- Describe specific and representative human resources the firm might assign to our projects
- Describe their technical and services team including relevant experience and expertise with enterprise reporting, financial application development, and modern web architecture, the number of resources available to us, and other relevant factors
- Provide a clearly documented pricing methodology, as discussed in section 4.4

4.3 Vendor Qualifications

Respondent shall provide a response to the following items:

- A. Respondent must furnish at least four references from clients from the past three years for services provided similar in scope, size, and complexity to the scope of services described in Section 3 above. If possible, the A&M System requests that two of the references come from institutions of Higher Education and/or other public sector entities and ideally from schools within the A&M System.
 - Company/Agency name & address
 - Contact person name & title
 - Contact phone number
 - Contact email address
 - Summary of services provided
- B. Has Respondent worked with the A&M System or any of its Members in the past two years? If yes, provide the specific member of the A&M System, point of contact (name, title, phone number, and email address), and a brief description of the work performed.
- C. Has Respondent had any work with A&M System Members non-renewed or cancelled for any reason in the past five years? If so, please provide details on work, agency, and time frame.
- D. Describe Respondent's core service offerings with particular reference to data management solutions and the A&M System's preferred technologies as discussed in this RFP.

4.4 Pricing Proposal

Respondent shall provide a complete pricing proposal for the Services offered to include the following items as applicable.

- A. Describe in as much detail as possible the proposed methodology for pricing each service. Include hourly rates for services if that is part of the methodology, and/or a fully documented approach to how the firm will price requests to execute specific SOWs; e.g., fixed-price/fixed-bid.
- B. There shall be no ongoing costs in regard to the agreement reached as a result of this RFP except those specifically requested by the A&M System.
- C. Provide terms of payment for any services to be provided as part of the scope of this RFP.

4.5 Proposal Considerations

- A. Proposals must include the required A&M System Member resources (People, Processes, Capabilities) to ensure the model(s) success
- B. Proposal solution must include pricing and rate cards for three (3) years to coincide with the initial term of an Agreement.
- C. Proposal price must include cost of relevant tool licensing to deliver services
- D. Proposal must include how vendor proposes to accomplish connectivity, should service delivery approach require remote resources, including minimum required bandwidth

- E. Any additional costs such as travel must be quoted as a separate line item. Allowed travel expenses must be in compliance with the State of Texas Travel Guidelines as defined by the Comptroller of Public Accounts

4.6 **Historically Underutilized Business (HUB) Plan**

It is the policy of the State of Texas and the A&M System to encourage the use of Historically Underutilized Businesses (HUBs) both directly and indirectly in prime contracting and subcontracting efforts. The goal of the HUB Program is to promote equal access and equitable opportunity in the A&M System contracting and purchasing activities.

A subcontracting opportunity is defined as any portion(s) of the scope contracted with a vendor to work, supply commodities for, or contribute towards completing work for a governmental entity.

The HUB participation goal for this RFP is 20% and the Respondent shall commit to conduct and document a good faith effort to achieve this goal through subcontracting opportunities, mentor protégé relationships, or other means of meaningful business relationships.

Meaningful business relationships are defined as any business relationship which increases the performance capacity and/or utilization of HUB firms. Maximizing meaningful opportunities to HUBs is of the utmost importance to The Texas A&M University System and the Respondent shall demonstrate consideration of this within their response.

The Respondent is required to submit *either* i) a completed HUB Subcontracting Plan (HSP) form or ii) a HUB Goal Achievement Plan describing in detail how they will conduct a good faith effort to attract and incorporate vendors certified as a HUB in the state of Texas to complete a portion the scope of work defined within this RFP.

Failure to submit a comprehensive, acceptable HUB Goal Achievement Plan or HSP form will be considered a material failure to comply with the requirements of this RFP and may result in rejection of the response.

HUB Goal Achievement Plan

To complete and submit a HUB Goal Achievement Plan, the Respondent shall document details which outline the Respondent's project-specific methodology to attract and include vendors certified as a HUB in the state of Texas in the performance of the scope of work defined within this RFP. This Plan shall accurately represent the company's strategy and procedures for this opportunity.

Within this plan, the Respondent is required to address the following items:

1. The Respondent shall state whether it is a Texas certified HUB vendor.
2. The Respondent shall state its commitment to conduct a good faith attract and include vendors certified as a HUB in the state of Texas in the performance of the scope of work.
3. The Respondent shall discuss its project-specific methodology to create and identify subcontracting opportunities in the performance of the scope of work.
4. The Respondent shall describe its methodology to identify and solicit HUB vendors to bid on the subcontracting opportunities identified.
5. The Respondent shall discuss its existing relationships with vendors certified as a HUB in the

state of Texas, and advocacy groups supporting vendors certified as a HUB in the state of Texas, and provide details on how these relationships will support their plan to identify and solicit HUB vendors to bid on the subcontracting opportunities identified and achieve the HUB goal of 20%.

Examples of advocacy groups can be found at the following site:

<https://comptroller.texas.gov/purchasing/vendor/hub/resources.php>.

HUB Subcontracting Plan (HSP) Form

To complete a HUB Subcontracting plan form, the Respondent shall utilize the [A&M System HSP form](#). **In the event that the HUB goal stated on the form differs from the goal stated within this RFP, the HUB goal stated within this RFP shall take precedence.**

If the Respondent determines it is possible that they will subcontract **any** portion of the scope, the Respondent is required to list **all** anticipated subcontracting opportunities in Section 2b of the HSP form and conduct and demonstrate a good faith effort to achieve the HUB goal of **20%**. To demonstrate the performance of good faith effort, the Respondent shall provide supporting documentation verifying notices were sent to HUB vendors and HUB advocacy organizations in accordance with the instructions outlined on the HSP form.

If the Respondent determines that no subcontracting opportunities are possible, the Respondent is required to provide a statement within Section 3 of the HSP form.

In all cases, the Respondent is required to complete the HSP form in accordance with the instructions outlined within the form. Failure to properly complete the form will be considered a material failure to comply with the requirements of this RFP and may result in rejection of the response.

Awarded Respondent

The awarded Respondent may be required to submit additional documentation for any project(s) awarded as a result of this agreement. Additional documentation shall include, but will not be limited to:

- i. Additional supporting documentation demonstrating good faith efforts conducted, including a project-specific HSP form for each project and email logs which verify the date when notices were sent to HUBs and organizations regarding subcontracting opportunities
- ii. Monthly Progress Assessment Report (PAR) Forms documenting subcontracting expenditures to HUBs and non-HUBs throughout the duration of the project

Please contact Ms. Porschia Tolbert, A&M System HUB Program Director, at SO-HUBProgram@tamus.edu for assistance with completing the requirements of this section. Respondents can submit a draft of their HUB Goal Achievement Plan or HSP form prior to submittal of their response to the RFP for review by Ms. Tolbert. All drafts must be submitted at least five business days prior to the RFP due date.

SECTION 5 - GENERAL TERMS AND CONDITIONS

- A. TERMS AND CONDITIONS: The A&M System reserves the right to accept, reject, modify, and/or negotiate any and all submittals received in conjunction with this RFP. It reserves the right to waive any defect or informality in the submittals on the basis of what it considers to be in its best interests. Any submittal which the A&M System determines to be incomplete, conditional, obscure, or which has irregularities of any kind, may be rejected. The A&M System reserves the right to award to the company, or companies, which in our sole judgment, will best serve our long-term interest.

This RFP in no manner obligates the A&M System to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the A&M System without penalty or obligation at any time prior to the signing of a contract.

The Respondent must include a formal copy of any Respondent terms and conditions applicable to this transaction. Evaluation and acceptance and/or modification of these terms and conditions by the A&M System Office of General Counsel are essential prior to execution of any resultant agreement. In the event the Respondent does not supply terms and conditions with their submittal, A&M System terms and conditions will govern this transaction.

- B. GOVERNING LAW: Respondent agrees that, in the event of a dispute, laws of the State of Texas will prevail.
- C. NON-DISCRIMINATION: The parties agree that in the performance of any contract they shall not discriminate in any manner on the basis of race, color, national origin, age, religion, sex, genetic information, veteran status or disability protected by law. Such action shall include, but is not limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation. By submitting a submittal, Respondent certifies that it will conform to the provisions of the federal Civil Rights Act of 1964, as amended.
- D. CIVIL RIGHTS REQUIREMENTS: All Respondents must comply with applicable civil rights laws.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting a proposal, the Respondent certifies that it does not, and will not, during the performance of any resultant Agreement, employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986, as amended.
- F. DEBARMENT STATUS: By submitting a proposal, Respondent certifies that it is not currently debarred from submitting submittals on contracts nor is it an agent of any person or entity that is currently debarred from submitting bids on contracts.
- G. PUBLIC INFORMATION: Respondent is hereby notified that the A&M System strictly adheres to all statutes, court decisions, and the opinions of the Texas Attorney General with respect to disclosure of public information. The A&M System may seek to protect from disclosure all information submitted in response to this RFP until such time as the resultant Agreement is executed. Upon execution of the resultant Agreement, the A&M System will consider all information, documentation, and other materials requested to be submitted in response to this RFP to be of a non-confidential and non-proprietary nature and therefore subject to public disclosure under the Texas Public Information Act, Texas Government Code, Chapter 552. Respondent will be advised of a request for public information that implicates its materials and

will have the opportunity to raise any objections to disclosure to the Texas Attorney General.

- H. ALTERNATE PROPOSALS: A&M System reserves the right to consider alternate proposals submitted by Respondents. Alternate proposals shall be clearly marked "Alternate" with the proposed alternates clearly defined and all pricing/cost advantages included, if applicable.
- I. ANTITRUST: Respondent hereby assigns to the A&M System, any and all claims for overcharges associated with any contract resulting from this RFP which arise under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973) and which arise under the antitrust laws of the State of Texas, Texas Business and Commercial Code Ann. Sec. 15.01, et seq. (1967).
- J. EXECUTIVE HEAD OF A STATE AGENCY AFFIRMATION: In accordance with Section 669.003 of the Texas Government Code, relating to contracting with the executive head of a state agency, Respondent certifies that it is not (1) the executive head of the A&M System or any of its Members, (2) a person who at any time during the four years before the date of the contract was the executive head of the A&M System or any of its Members, or (3) a person who employs a current or former executive head of the A&M System or any of its Members.
- K. INSURANCE: Respondent shall obtain and maintain, for the duration of any resultant Agreement or longer, the minimum insurance coverage set forth on Exhibit C attached hereto.
- L. REQUIRED CONTRACT TERMS: The terms and conditions contained in the draft agreement attached as Exhibit E or, in the sole discretion of the A&M System, terms and conditions substantially similar to those contained in the attached agreement, will constitute and govern any Agreement that results from this RFP. If Respondent takes exception to any terms or conditions set forth in the attached agreement, Respondent will submit a list of the exceptions as part of its proposal. Respondent's exceptions will be reviewed by the A&M System and may result in disqualification of Respondent's proposal as non-responsive to this RFP. If Respondent's exceptions do not result in disqualification of Respondent's proposal, then the A&M System may consider Respondent's exceptions when the A&M System evaluates the Respondent's proposal.

**EXHIBIT A
EXECUTION OF OFFER**

RFP01 CIO-23-150

DATE: _____

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services at the prices quoted.

A.1 Respondent Affirmation

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE.

This execution of offer must be completed, signed, and returned with the respondent's proposal. Failure to complete, sign and return this execution of offer with the proposal may result in rejection of the proposal.

Signing a false statement may void the submitted proposal or any agreements or other contractual arrangements, which may result from the submission of respondent's proposal. A false certification shall be deemed a material breach of contract and, at owner's option, may result in termination of any resulting contract or purchase order.

Addenda Acknowledgment

Receipt is hereby acknowledged of the following addenda to this RFP by entering yes or no in space provided and indicating date acquired. Enter "N/A" if none received.

No. 1 _____ Date _____

No. 2 _____ Date _____

A.2 Signature

By signing below, the Respondent hereby certifies as follows, and acknowledges that such certifications will be included in any resulting contract:

- (i) the Response and all statements and information prepared and submitted in response to this RFP are current, complete, true and correct;
- (ii) it is not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount trip, favor or service to a public servant in connection with the submitted response or any subsequent proposal. Failure to sign below, or signing a false statement, may void the response or any resulting contracts at A&M System' option, and the Respondent may be removed from all future proposal lists at this state agency;
- (iii) the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the Respondent and to bind the Respondent under any contract which may result from the submission of the Response;
- (iv) no relationship, whether as a relative, business associate, by capital funding agreement or by any other such kinship exists between Respondent and an employee of A&M System;
- (v) Respondent has not been an employee of A&M System within the immediate twelve (12) months prior to the RFP response;
- (vi) no compensation has been received for participation in the preparation of this RFP (ref. Section 2155.004 Texas Government Code);
- (vii) all services to be provided in response to this RFP will meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health law (Public Law 91-596) and its regulations in effect as of the date of this solicitation;

- (viii) Respondent complies with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action;
- (ix) to the best of its knowledge, no member of the Board of Regents of The Texas A&M University System, or the Executive Officers of the Texas A&M University System or its member institutions or agencies, has a financial interest, directly or indirectly, in the Project;
- (x) if the Respondent is subject to the Texas franchise tax, it is not currently delinquent in the payment of any franchise tax due under Chapter 171, Texas Tax Code, or is exempt from the payment of such taxes. A false certification may result in the Respondent's disqualification;
- (xi) under Section 231.006, Family Code, the Respondent or applicant certifies that the individual or business entity named in this RFP, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that any resultant agreement may be terminated and payment may be withheld if this certification is inaccurate; and,
- (xii) under Section 2155.006, Government Code, the Respondent certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that any resultant agreement may be terminated and payment withheld if this certification is inaccurate.

Respondent shall provide their Federal Employer Identification Number (EIN), full VENDOR name, address and contact information in the spaces below. Failure to sign manually or with electronic signature (such as DocuSign or Adobe Sign) below will disqualify the proposal response. The person signing the submittal should show title or authority to bind his/her firm in contract.

Federal EIN/Taxpayer ID #: _____

Vendor/Company Name: _____

Authorized Signature: _____

Name: _____

Title: _____

Street: _____

City/State/Zip: _____

Telephone No.: _____

Fax No.: _____

E-mail: _____

* By signing this RFP, Respondent certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Resident Bidder as defined in Texas Government Code, § 2252.001(4).

**EXHIBIT B
NON-COLLUSION AFFIDAVIT**

The undersigned, duly authorized to represent the persons, firms and corporations joining and participating in the submission of the foregoing Proposal (such persons, firms and corporations hereinafter being referred to as the "Respondent"), being duly sworn, on his or her oath, states that to the best of his or her belief and knowledge no person, firm or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing Proposal, has directly or indirectly entered into any agreement or arrangement with any other Respondents, or with any official of A&M System or any employee thereof, or any person, firm or corporation under contract with A&M System whereby the Respondent, in order to induce acceptance of the foregoing Proposal by said A&M System, has paid or is to pay to any other Respondent or to any of the aforementioned persons anything of value whatever, and that the Respondent has not, directly or indirectly entered into any arrangement or agreement with any other Respondent or Respondents which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing Proposal.

The Respondent hereby certifies that neither it, its officers, partners, owners, providers, representatives, employees and parties in interest, including the affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Respondent, potential Respondent, firm or person, in connection with this solicitation, to submit a collusive or sham bid, to refrain from bidding, to manipulate or ascertain the price(s) of other Respondents or potential Respondents, or to obtain through any unlawful act an advantage over other Respondents or A&M System.

The prices submitted herein have been arrived at in an entirely independent and lawful manner by the Respondent without consultation with other Respondents or potential Respondents or foreknowledge of the prices to be submitted in response to this solicitation by other Respondents or potential Respondents on the part of the Respondent, its officers, partners, owners, providers, representatives, employees or parties in interest, including the affiant.

CONFLICT OF INTEREST

The undersigned Respondent and each person signing on behalf of the Respondent certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of A&M System, nor any employee, or person, whose salary is payable in whole or in part by A&M System, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein.

Signature _____

Company Name _____

Date _____

Notary _____

Subscribed and sworn to before me this

_____ day of _____, 2023.

Notary Public in and for the County of _____, State of

_____. My commission expires: _____

EXHIBIT C MEMBER PROFILES

The Texas A&M University System

The Texas A&M University System is one of the largest systems of higher education in the nation, with a budget of \$7.2 billion. Through a statewide network of 11 universities, a comprehensive health science center, eight state agencies, and the RELLIS Campus, the Texas A&M System educates more than 152,000 students and makes more than 24 million additional educational contacts through service and outreach programs each year. System-wide, research and development expenditures exceed \$1 billion and help drive the state's economy. More information about the A&M System and all of its members can be found the [A&M System About](#) page.

Demographics

Location(s): College Station, TX

Staff: 344

Application Portfolio

Vendor	Application Module	Version	Users	Database	Install Date
Workday	Human Capital Management	Current	30K+	N/A	SaaS
	Benefits				
	U.S. Payroll				
	Time and Absence				
	Recruiting				
	Talent				
	Performance				
	Projects				
	Prims				
	PPLA				
	Extend				
FAMIS	Financial Accounting	Proprietary	10K+	MS SQL Server	Nov-22
	Accounts Payable (A/P)				
	Accounts Receivable (A/R)				
	Annual Financial Reporting				
	Budget Preparation				
	Canopy				
	Department Budget Requests (DBR)				

	Department Correction Requests (DCR)				
	Fixed Assets (FFX)				
	Payroll (PAY)				
	Payroll Cost Transfer (PCT)				
	Purchasing (PUR)				
	Routing and Approvals (R&A)				
	Sponsored Research (SPR)				
	Transfer Department Property (TDP)				
	iPayments				
	Accounts Receivable (A/R)				

Prairie View A&M

Profile (www.pvamu.edu)

Founded in 1876, Prairie View A&M University is the second oldest public institution of higher learning in the state of Texas. With an established reputation for producing engineers, nurses and educators, PVAMU offers baccalaureate degrees in 50 academic majors, 37 Master's degrees and four doctoral degree programs through nine colleges and schools. A member of the Texas A&M University System, the University is dedicated to fulfilling its land-grant mission of achieving excellence in teaching, research and service.

Demographics

Location(s): Prairie View, TX

Students: 8,300

Application Portfolio

Vendor	Application Module	Version	Users	Database	Install Date
Ellucian	Advancement	8.7.1		Oracle 11g R2	10/26/2014
	Advancement Self-Service	8.8.1		Oracle 11g R2	10/26/2014
	Web for General	8.7.1		Oracle 11g R2	11/20/2014
	Faculty and Advisor Self- Service	8.6		Oracle 11g R2	2/9/2014
	Financial Aid Self- Service	8.22		Oracle 11g R2	2/22/2015

	Student Self-Service	8.6		Oracle 11g R2	2/9/2014
	General	8.7.2		Oracle 11g R2	12/27/2014
	Financial Aid	8.22.1		Oracle 11g R2	3/22/2015
	Student	8.6.7		Oracle 11g R2	11/20/2014
	Accounts Receivable	8.4.5		Oracle 11g R2	11/3/2013
	Web Tailor	8.7		Oracle 11g R2	11/25/2014

Peripheral Applications / Integrations

	Ellucian Pilot 1.0		25		
	Moodle 2.6 hosted by Remote Learner		Students and Faculty 10000		
	CBORD CS Gold Higher One		Students 8300		
	N/A				
	Banner		15 with access to this data		
	TouchNet hosted		Students and some parents 10000		
	Runner Technologies		5		
	T2 hosted		15		
	UC4 8.x with Banner agent		5		
	Evisions Form Fusion 3.x		5		
	N/A				
	Cognos 8.4		30		
	GradesFirst		20		
	Accudemia		30		
	CAPP		100		
	Leapfrog		100		
	Courseleaf		100		
	SSD Axiom, Axiom Web, EDI.Smart		10 10 5		
	AMS American Campus		Unknown		
	Maxient Hosted		10		
	BDMS/Xtender 8		100		

	+ Laserfiche				
	Banner Workflow 8.4		85		
	MENTIS data masking		5		

Tarleton State University

Profile: (www.tarleton.edu)

With its main campus in Stephenville, an hour southwest of Fort Worth, Tarleton State University offers the value of a Texas A&M University System degree with its own brand of personal attention, individual opportunities, history, tradition and community.

Tarleton is a vibrant learning community with nearly 100 undergraduate and graduate degrees, as well as a doctorate in education, within five colleges—agricultural and environmental sciences, business administration, education, liberal and fine arts, and science and technology. Tarleton’s research centers include the renowned Texas Institute for Applied Environmental Research and the Southwest Regional Dairy Center. Recent additions to the Stephenville campus include a state of the art Nursing Building, and a new \$25 million living and learning residence hall for 500 students is under construction.

Tarleton offers a traditional, residential college experience with a lively campus atmosphere, intercollegiate athletics, dozens of student organizations and cultural attractions. Students benefit from the personal attention, warmth and faculty interaction found at smaller, liberal arts institutions.

Demographics

Location(s): Stephenville, Granbury (Small Business Development Center), Thurber (W.K. Gordon Center for Industrial History of Texas), Fort Worth, Midlothian, Waco

Students: (Fall 2014)

Student Full Time: 8466
 Student Part Time: 3242
 Faculty Full Time: 377
 Faculty Part Time: 241
 Staff Full Time: 499
 Staff Part Time: 43

Application Portfolio

Vendor	Application Module	Version	# of Users	Database Type	Install Date
Ellucian	FA	8.22	16	Oracle	Feb-15
	BRM	1.7	5	Oracle	Dec-14
	Banner	General 8.6.4 Student 8.6.6	500	Oracle	Feb-15
	UC4	V8	5	Oracle	Jun-12
	Degree Works	4.1.2	10	Oracle	Dec-13

	eVisions - (Form Fusion)	3.17	500	Oracle	Jan-04
	Accounts Receivable	8.4.5	15	Oracle	Feb-15
	Web Tailer	8.6.1	5	Oracle	Feb-15
	Web Extender	7	25	Oracle	Jan-11
	ODS	8.4.1	5	Oracle	Dec-14
	EDW	8.4.3	25	Oracle	Jan-11
	SRP	1.1	25	Oracle	Jan-11
	RAP	1.3	25	Oracle	Jan-11

Texas A&M-Central Texas

Profile: (www.tamuct.edu)

Texas A&M University-Central Texas was born in the spirit of community cooperation on September 1, 1999 as Tarleton-Central Texas and became a stand-alone university on May 27, 2009 as a member of The Texas A&M University System. A&M-Central Texas is an upper-level institution offering bachelor's and master's degrees.

The student population at A&M-Central Texas is diverse and growing, currently serving over 2,500 students. Classes are offered at several convenient sites, including area community colleges and Fort Hood in order to accommodate both full- and part-time students and to serve the entire Central Texas area. The University provides a wide range of flexible course schedules, including on-line, night and weekend classes.

Demographics

Location(s): 1001 Leadership Pl, Killeen, TX 76549

Students (2014): headcount, Fall 2014: 2316

Application Portfolio

Vendor	Application Module	Version	# of Users	Database Type	Install Date
Example: Elucian	FA	1.1	15	Oracle	2/1/13
	FA	8.22	8	11.2.0.4	3/8/15
	BRM	1.7.0.0	25	11.2.0.4	4/3/15
	Banner General	8.6	200	11.2.0.4	3/9/15
	UC4	v 8.0	4		9/2/14
	Degree Works	4.1.4	75		11/12/14
	eVisions	2.0	4		8/15/14
	Accounts Receivable	8.4.5	12	11.2.0.4	05/19/14
	Student module	8.6.6	200		10/10/14
	Banner Document Mgmt.	8.5.0	183	11.2.0.4	4/12/14

	(BDM)				
	Workflow	8.2.0.1	6	11.2.0.4	8/3/14
	ODS/EDW	8.4.3	5	11.2.0.4	3/12/15
	Luminis	5.1	200		9/21/14
	Cognos	10.2	75		10/12/14

Texas A&M-Commerce

Profile: (www.tamuc.edu)

Since 1889, Texas A&M University-Commerce has been known as a leader in providing an excellent education. It's because we care about people and relationships. We're a big-name university, but our focus is helping you achieve success. A&M-Commerce faculty and staff will know your name and work closely with you to understand your goals and dreams. Our professors will care about your growth and be your loudest supporters when you walk across the stage to get your degree.

We realize a great education is about more than attending class. It's about making friends, memories, and a name for yourself as someone who's passionate about learning. Earning an A&M-Commerce degree and being part of the Texas A&M University system will not only look good on your resume, it will give you the confidence you need to compete in the marketplace.

Demographics:

Location(s): Commerce, TX

Students (Headcount): 11,490

Application Portfolio

Vendor	Application Module	Version	# of Users	Database Type	Install Date
Elucian	Banner General	8.7.1	300+	Oracle	10/25/14
	Banner Accounts Receivable	8.5	300+	Oracle	2/21/15
	Banner Financial Aid	8.22	300+	Oracle	2/21/15
	Banner Financial Aid Self-Service	8.22		Oracle	2/21/15
	Banner Student	8.7.2	300+	Oracle	3/21/15
	Banner Student Self-Service	8.7		Oracle	3/21/15
	Banner Faculty & Advisor Self-Service	8.7		Oracle	3/21/15
	Banner Web General	8.7.1		Oracle	10/25/14
	Banner Web Tailor	8.7		Oracle	10/25/14
	TCC General	8.7	300+	Oracle	10/25/14
	TCC Accounts Receivable	8.5	300+	Oracle	3/21/15
	TCC Financial Aid	8.x	300+	Oracle	10/25/14
	TCC Student	8.7	300+	Oracle	3/21/15
	UC4/Automic	8	30+	Oracle	12/19/14
	Degree Works				
Evisions	FormFusion	1.9		Oracle	
Runner	Clean Address	4.16.0		Oracle	3/5/15

Technologies					
Touchnet	Bill+Payment Suite	6.5			
IBI	WebFocus				

Texas A&M-Corpus Christi

Profile: (www.tamucc.edu)

Texas A&M University--Corpus Christi is a public institution that was founded in 1947. The University is a vibrant, regional comprehensive Hispanic Serving Institution that combines a heritage of teaching excellence with innovation in research and community engagement. The campus is located on its own island and has a total size of 317 acres.

Demographics:

Location(s): Corpus Christi, TX (Main Campus)

Students (Headcount): 11,228 (Fall 2014)

Application Portfolio

Vendor	Application Module	Version	# of Users	Database Type	Install Date
Ellucian	Web General	8.6.1	350	Oracle	Fall/2007
Ellucian	Faculty and Advisors Self-Service	8.5.4	350	Oracle	Fall/2007
Ellucian	Financial Aid Self-Service	8.22	350	Oracle	Fall/2007
Ellucian	Student Self-Service	8.6	350	Oracle	Fall/2007
Ellucian	General	8.6.4	350	Oracle	Fall/2007
Ellucian	Integration Components	8.0.2	350	Oracle	Fall/2007
Ellucian	Kiosk (information Access)	7	350	Oracle	Fall/2007
Ellucian	LCBVERS	8.3	350	Oracle	Fall/2007
Ellucian	Financial Aid	8.22.1	350	Oracle	Fall/2007
Ellucian	Student	8.6.6	11228	Oracle	Fall/2007
Ellucian	TCCVERS Texas Consortium	TCC.R.8.x	350	Oracle	Fall/2007
Ellucian	Translation Manager	1.0	350	Oracle	Fall/2007
Ellucian	Accounts Receivable	8.4.5	350	Oracle	Fall/2007
Ellucian	WebTailor	8.6.1	350	Oracle	Fall/2007
Ellucian	BRM	1.7	1	Oracle	Fall/2007
Ellucian	Degree Works	4.0.7	100	Oracle	Fall/2007
eVisions	Argos	3.8	400	Oracle	Fall/2007
eVisions	Form Fusion	1.3	NA	Oracle	Fall/2007
Automic	UC4	9?	NA	Oracle	Fall/2007
Appworx	Appworx	7	NA	Oracle	Fall/2007
Automic	Automics	11	NA	Oracle	Fall/2007

Texas A&M International

Profile: (www.tamui.edu)

Texas A&M International University (TAMIU) is an international university, poised at the Gateway to Mexico and serving as the cultural and intellectual hub of a vibrant bilingual and bicultural community.

A Member of The Texas A&M University System, TAMIU provides nearly 7000 students with a learning environment anchored by the highest quality programs built on a solid academic foundation in the arts and sciences. To fulfill its mission, the University offers a range of baccalaureate and masters programs and the Doctor of Philosophy degree in International Business. Programs focus on developing undergraduate and graduate offerings with a progressive international agenda for global study and understanding across all disciplines.

Location(s): TAMIU

Students (2014): 7200

Application Portfolio

Vendor	Application Module	Version	# of Users	Database Type	Install Date
Example: Elucian	FA	1.1	15	Oracle	2/1/13
Ellucian	FA	8.22		Oracle	1/31/2015
	BRM	N/A	N/A	N/A	N/A
Ellucian	Banner student	8.6.6		Oracle	9/30/2014
	UC4	N/A	N/A	N/A	N/A
Ellucian	Degree Works	4.1.4		Oracle	2/9/2015
	eVisions	N/A	N/A	N/A	N/A
Ellucian	Accounts Receivable	8.4.5		Oracle	
Information Builders	WebFocus	8.0.0.8	224	derby	6/4/2014

Texas A&M-Kingsville

Profile: (www.tamuk.edu)

Texas A&M University-Kingsville grew out of the teacher college or "normal school" movement that swept Texas and the nation in the early 1900s. Chartered in 1917 but not opened until 1925 because of America's entry into World War I, the University is the oldest continuously operating public institution of higher learning in South Texas. Shortly after beginning life as South Texas State Teachers College, its role was expanded to embrace a wider array of programs. As its mission has expanded, its name has changed to reflect its wider scope. Its first name change, to Texas College of Arts and Industries, came in 1929. In 1967 the name changed to Texas A&I University. The University became a member of the Texas A&M University System in 1989 and in 1993 changed its name to Texas A&M University-Kingsville to reflect that membership.

Texas A&M-Kingsville is South Texas' greatest university, offering more academic programs and degrees,

providing better learning and living facilities, doing more research, awarding more scholarships and producing more successful graduates than any other college or university in the region.

Texas A&M-Kingsville seeks to provide quality undergraduate and graduate programs for students of all ages through a judicious blend of liberal and career education programs. The emphasis is on providing an intellectually challenging education reflecting high standards of academic performance. Texas A&M-Kingsville is dedicated to serving an ethnically and culturally diverse population. The University is committed to its mission of teaching, research, and service in South Texas for the advancement of knowledge and of regional development.

Demographics

Location(s): Kingsville, TX

Students: 8,728

Application Portfolio

Vendor	Application Module	Version	# of Users	Database Type	Install Date
Ellucian	FA	8.22	11	Oracle	2/6/2015
	BRM	NA			
Ellucian	Banner Student	8.6.6	30+	Oracle	9/26/2014
	UC4	NA			
Ellucian	Degree Works	4.1.2	20	Oracle	3/8/2015
eVisions	eVisions Form Fusion	Not Sure			
Ellucian	Accounts Receivable	8.4.5	5	Oracle	8/8/2014

Texas A&M-San Antonio

Profile: (www.tamusa.edu)

Texas A&M University-San Antonio is the first upper-division institution of higher education located in the historically underserved South San Antonio. On May 27, 2009, Gov. Rick Perry signed Senate Bill 629 that created Texas A&M-San Antonio as a stand-alone university. The university, then known as Texas A&M University-Kingsville System Center-San Antonio, was approved by the Texas Higher Education Coordinating Board in January 2000. From fall 2008 to fall 2013, enrollment at Texas A&M University-San Antonio has grown 216%.

Today, Texas A&M-San Antonio provides affordable higher education opportunities to students from over 30 counties in the surrounding South Texas region, and has graduated over 5,000 students who are career-ready in a variety of in-demand fields such as education, business, information technology and cyber security, criminology and biology.

Currently serving nearly 4,500 students, the student body is 66% female and 67% Hispanic, and approximately 74% of students are the first in their family to attend college. Texas A&M-San Antonio prepares and empowers students to be innovative and contributing members of a global society.

Demographics

Location(s): One University Way, San Antonio, TX 78224

Students (2014): ~4300

Application Portfolio

Vendor	Application Module	Version	# of Users	Database Type	Install Date
Ellucian	FA	8.22	11	Oracle	2/6/2015
	BRM	NA			
Ellucian	Banner Student	8.6.6	30+	Oracle	9/26/2014
	UC4	NA			
Ellucian	Degree Works	4.1.2	20	Oracle	3/8/2015
eVisions	eVisions Form Fusion	Not Sure			
Ellucian	Accounts Receivable	8.4.5	5	Oracle	8/8/2014

Texas A&M-~~Texarkana~~

Profile: (www.tamut.edu)

Set in the beautiful forest and lake-filled corner of northeast Texas, A&M-~~Texarkana~~ is a university where you can get a first-rate education in a nurturing, student-oriented environment. We offer a wide array of degree programs, small classes, and an outstanding faculty and staff who take great pride in our close-knit academic community and seeing our students succeed.

Demographics

Location(s): ~~Texarkana~~, TX

Students: 1,812

Application Portfolio

Vendor	Application Module	Version	# of Users	Database Type	Install Date
Elucian	Banner General	8.7.1	60+	Oracle	10/24/14
	Banner Accounts Receivable	8.4.5	60+	Oracle	9/20/13
	Banner Financial Aid	8.22	60+	Oracle	2/20/15
	Banner Financial Aid Self-Service	8.22		Oracle	2/20/15
	Banner Student	8.7.2	60+	Oracle	3/27/15
	Banner Student Self-Service	8.7		Oracle	3/27/15
	Banner Faculty & Advisor Self-Service	8.7		Oracle	3/27/15
	Banner Web General	8.7.1		Oracle	10/24/14
	Banner Web Tailor	8.7		Oracle	10/24/14
	TCC General	8.7	60+	Oracle	10/24/14
	TCC Accounts Receivable	8.4.4	60+	Oracle	9/20/13

	TCC Financial Aid	8.x	60+	Oracle	10/24/14
	TCC Student	8.7	60+	Oracle	3/27/15
	UC4/Automic	8	5+	Oracle	12/19/14
	Degree Works				
Evisions	FormFusion	1.9		Oracle	
Runner Technologies	Clean Address	4.16.0		Oracle	3/5/15
Touchnet	Bill+Payment Suite	6.5			
IBI	WebFocus				

EXHIBIT D INSURANCE

The Respondent shall obtain and maintain, for the duration of this Agreement or longer, the minimum insurance coverage set forth below. With the exception of Professional Liability (E&O), all coverage shall be written on an occurrence basis. All coverage shall be underwritten by companies authorized to do business in the State of Texas or eligible surplus lines insurers operating in accordance with the Texas Insurance Code and have a financial strength rating of A- or better and a financial strength rating of VII or better as measured by A.M. Best Company or otherwise acceptable to A&M System. By requiring such minimum insurance, A&M System shall not be deemed or construed to have assessed the risk that may be applicable to Respondent under this Agreement. Respondent shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. Respondent is not relieved of any liability or other obligations assumed pursuant to this Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types. No policy will be canceled without unconditional written notice to A&M System at least ten days before the effective date of the cancellation.

<u>Coverage</u>	<u>Limit</u>
1. <u>Worker's Compensation</u>	
Statutory Benefits (Coverage A)	Statutory
Employers Liability (Coverage B)	\$1,000,000 Each Accident \$1,000,000 Disease/Employee \$1,000,000 Disease/Policy Limit

Workers' Compensation policy must include under Item 3.A. on the information page of the workers' compensation policy the state in which work is to be performed for A&M System. Workers' compensation insurance is required, and no "alternative" forms of insurance will be permitted

2. Automobile Liability

Business Auto Liability Insurance covering all owned, non-owned or hired automobiles, with limits of not less than \$1,000,000 Single Limit of liability per accident for Bodily Injury and Property Damage;

If a separate Business Auto Liability policy is not available, coverage for hired and non-owned auto liability may be endorsed on the Commercial General Liability policy.

3. Commercial General Liability

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products / Completed Operations	\$1,000,000
Personal / Advertising Injury	\$1,000,000
Damage to rented Premises	\$300,000
Medical Payments	\$5,000

The required commercial general liability policy will be issued on a form that insures Respondent's or its subcontractors' liability for bodily injury (including death), property damage, personal and advertising injury assumed under the terms of this Agreement.

4. Cyber Liability

Contractor shall procure and maintain for the duration of the contract insurance claims arising out of their services and including, but not limited to loss, damage, theft or other misuse of data,

infringement of intellectual property, invasion of privacy and breach of data. Cyber Liability policy with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this **agreement and shall include, but not limited to, claims involving infringement of intellectual property**, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security.

The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Such insurance shall be maintained and in force at all times during the term of the agreement and for a period of two years thereafter for services completed during the term of the agreement. [SYSTEM AND/OR MEMBER] shall be given at least 30 days notice of the cancellation or expiration of the aforementioned insurance for any reason.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the System and its members require and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the System and its members.

5. **Additional Endorsements**

The Auto and Commercial General Liability Policies shall name the Texas A&M University System Board of Regents for and on behalf of The Texas A&M University System and the Respondent as additional insureds.

6. Respondent will deliver to A&M System:

Evidence of insurance on a Texas Department of Insurance approved certificate form verifying the existence and actual limits of all insurance after the execution and delivery of this Agreement and prior to the performance of any services by Respondent under this Agreement. Additional evidence of insurance will be provided on a Texas Department of Insurance approved certificate form verifying the continued existence of all required insurance no later than thirty (30) days after each annual insurance policy renewal.

All insurance policies, with the exception of worker's compensation, employer's liability and professional liability will be endorsed and name The Board of Regents for and on behalf of The Texas A&M University System, The Texas A&M University System and A&M System as Additional Insureds up to the actual liability limits of the policies maintained by Respondent. Commercial General Liability and Business Auto Liability will be endorsed to provide primary and non-contributory coverage. The Commercial General Liability Additional Insured endorsement will include on-going and completed operations and will be submitted with the Certificates of Insurance.

All insurance policies will be endorsed to provide a waiver of subrogation in favor of The Board of Regents of The Texas A&M University System, The Texas A&M University System and A&M System. No policy will be canceled without unconditional written notice to A&M System at least ten days before the effective date of the cancellation.

All insurance policies will be endorsed to require the insurance carrier providing coverage to send notice to A&M System ten (10) days prior to the effective date of cancellation, material change, or non-renewal relating to any insurance policy required in this Section.

Any deductible or self-insured retention must be declared to and approved by A&M System prior to

the performance of any services by Respondent under this Agreement. Respondent is responsible to pay any deductible or self-insured retention for any loss. All deductibles and self-insured retentions will be shown on the Certificates of Insurance.

Certificates of Insurance and Additional Insured Endorsements as required by this Agreement will be mailed, faxed, or emailed to the following A&M System contact:

The Texas A&M University System
301 Tarrow Street
College Station, TX 77840
Attn: Jeff Zimmermann
Facsimile Number: 979-458-6101
Email Address: jzimmermann@tamus.edu

The insurance coverage required by this Agreement will be kept in force until all services have been fully performed and accepted by A&M System in writing.

EXHIBIT E
REQUIRED CONTRACT TERMS

MASTER SERVICES AGREEMENT
BY AND BETWEEN
THE TEXAS A&M UNIVERSITY SYSTEM
AND _____

This Master Services Agreement (“Agreement”) is entered into as of the date of last signature below (the “Effective Date”), by and between The Texas A&M University System (hereafter referred to as “A&M System”), an agency of the state of Texas, and _____, a _____ (hereafter referred to as “PROVIDER”). A&M System and PROVIDER are sometimes hereafter referred to as “Party” individually or “Parties” collectively).

A&M System and PROVIDER hereby agree as follows:

1. SCOPE OF WORK

Provider will work with the A&M System and its members (hereafter referred to as “Member” or “Members”) to provide services and deliverables (“Services”) to assist with the data management services, on an as needed basis. The Services included (but not limited to) in the scope of this Agreement are listed in Exhibit A, attached hereto.

This Agreement is not a contract to perform specific work but is intended to demonstrate the ability of A&M System and its Members to contract with the Provider for the Services outlined in Exhibit A. Each Member will negotiate a statement of work for any specific sub-project and execute an order form or purchase order for the specific needs (each an “Order Form”). The terms of this Agreement shall be incorporated into all Order Forms executed by a Member and PROVIDER for the Services during the term of this Agreement.

2. PROVIDER OBLIGATIONS

- A. PROVIDER will perform the Services in accordance with the standards of care, skill, and diligence expected of a qualified, competent and experienced professional in the provision of the type of services required under this Agreement.
- B. PROVIDER will obtain, maintain in effect, and pay the cost for all licenses, permits, or certifications that may be necessary for PROVIDER’s performance of this Agreement.
- C. PROVIDER represents and warrants that there are no obligations, commitments, third party rights, or impediments of any kind that will limit or prevent PROVIDER’s performance of the Services.

3. TERM OF THE AGREEMENT

The term of this Agreement begins on the Effective Date and continues for a period of five (5) years unless earlier terminated as provided herein. This Agreement may be extended for two (2) additional two (2) year periods upon mutual written agreement executed by the Parties.

4. PAYMENT TERMS

- A. In fully consideration for the services rendered by PROVIDER under this Agreement, A&M

System shall pay PROVIDER in accordance with the terms set forth in Exhibit B, Payment Terms, attached hereto.

- B. PROVIDER will submit monthly invoices to A&M System. Each invoice must reference the A&M System purchase order number (which will be provided to PROVIDER within 15 days of the execution of this Agreement) and include a description of services provided to include but not limited to time, deliverables, and activities along with documentation that A&M System may reasonably request to support the invoice amount. The A&M System will make payment on a properly prepared and submitted invoice in accordance with Chapter 2251, Texas Government Code (the "Texas Prompt Payment Act"), which shall govern remittance of payment and remedies for late payment and non-payment.
- C. For reasonable business-related travel, lodging and/or meal expenses validly incurred directly and solely in support of the Services and approved by A&M System in advance, PROVIDER will be reimbursed by A&M System according to the State of Texas rates, rules, and regulations (<https://fmx.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>). When requesting such reimbursement, PROVIDER will submit to A&M System receipts, invoices and other documentation as required by A&M System. Under no circumstances will PROVIDER be reimbursed for alcohol purchases. State travel rates are subject to change without notice and will be adjusted accordingly. Mileage rates will be calculated from point-to-point (PROVIDER's place of business to job site) using the State of Texas mileage. Should the Agreement be renewed for an additional term, travel reimbursement amounts will be renegotiated at that time.
- D. All payments will be made by electronic direct deposit. PROVIDER is required to complete and submit to A&M System a Vendor Direct Deposit Authorization form prior to the first payment request. The form can be accessed at;

<https://www.tamus.edu/business/budgets-and-accounting/accounting/general/> .

5. DEFAULT AND TERMINATION

- A. In the event of substantial failure by PROVIDER to perform in accordance with the terms hereof, A&M System may terminate this Agreement upon fifteen (15) days written notice of termination setting forth the nature of the failure (the termination shall not be effective if the failure is fully cured prior to the end of the fifteen-day period), provided that said failure is through no fault of A&M System.
- B. A&M System may terminate this Agreement at any time upon thirty (30) days prior notice to PROVIDER.

6. OWNERSHIP OF CREATED WORKS

PROVIDER irrevocably assigns, transfers and conveys to A&M System, for no additional consideration, all of PROVIDER's ownership, rights, title and interest in and to all works prepared by PROVIDER under this Agreement ("Deliverables"), including, without limitation, all copyrights, patents, trademarks, trade secrets and other intellectual property rights and all other rights that may hereafter be vested relating to the Deliverables under law. PROVIDER certifies that all Deliverables will be original, or that PROVIDER will have obtained all rights necessary for the ownership and unrestricted use of the Deliverables by A&M System. PROVIDER shall secure for A&M System all consents, releases, and contracts and perform other reasonable acts as A&M System may deem necessary to secure and evidence A&M System's rights in any Deliverable.

7. CONFIDENTIALITY

- A. The Parties anticipate that under this Agreement it may be necessary for a Party (the “Disclosing Party”) to transfer information of a confidential nature (“Confidential Information”) to the other Party (the “Receiving Party”). The Disclosing Party shall clearly identify Confidential Information at the time of disclosure by (a) appropriate stamp or markings on the document exchanged, or (b) written notice, with attached listings of all material, copies of all documents, and complete summaries of all oral disclosures (under prior assertion of the confidential nature of the same) to which each notice relates, delivered within thirty (30) days of the disclosure to the other party. “Confidential Information” does not include information that: (a) is or becomes publicly known or available other than as a result of a breach of this Agreement by the Receiving Party; (b) was already in the possession of the Receiving Party as the result of disclosure by an individual or entity that was not then obligated to keep that information confidential; (c) the Disclosing Party had disclosed or discloses to an individual or entity without confidentiality restrictions; or (d) the Receiving Party had developed or develops independently before or after the Disclosing Party discloses equivalent information to the Receiving Party.
- B. The Receiving Party shall use the same reasonable efforts to protect the Disclosing Party’s Confidential Information as it uses to protect its own confidential information of a similar nature. The Receiving Party may only disclose Confidential Information to its personnel having a need to know the Confidential Information to fulfill the Receiving Party’s obligations under this Agreement. The Receiving Party may not reproduce, disclose, or use Confidential Information except in performing its obligations under this Agreement. If the Receiving Party is legally required to disclose Confidential Information, the Receiving Party shall, to the extent allowed by law, promptly give the Disclosing Party written notice of the requirement so as to provide the Disclosing Party a reasonable opportunity to pursue appropriate process to prevent or limit the disclosure. If the Receiving Party complies with the terms of this Section, disclosure of that portion of the Confidential Information, which the Receiving Party is legally required to disclose, will not constitute a breach of this Agreement.
- C. The Receiving Party shall, upon request of the Disclosing Party, promptly return or destroy all materials embodying Confidential Information other than materials in electronic backup systems or otherwise not reasonably capable of being readily located and segregated without undue burden or expense, except that the Receiving Party may securely retain one (1) copy in its files solely for record purposes. The Receiving Party’s obligations as to Confidential Information will survive the termination or expiration of this Agreement for a period of three (3) years.

8. INSURANCE

- D. Insurance requirements as stated within Exhibit C, attached hereto.

9. INFORMATION TECHNOLOGY

- A. **Electronic and Information Resources.** If determined to be applicable by A&M System, PROVIDER shall address all required technical standards (WCAG 2.0, Level AA) (the

“Accessibility Standards”) by providing a Voluntary Product Accessibility Template (“VPAT”) attesting to the accessible features and capabilities of any electronic and information resources (as defined in Title 1, Chapter 213 of the Texas Administrative Code) and associated documentation and technical support (collectively, the “EIR”) or provide a similarly formatted document as the VPAT attesting to the EIR’s accessible features and capabilities. A&M System may test the EIR to ensure the accuracy of the VPAT response regarding conformance with the Accessibility Standards. If PROVIDER should have known, becomes aware, or is notified that the EIR do not comply with the Accessibility Standards, PROVIDER shall, in a timely manner and at no cost to A&M System, perform all necessary steps to satisfy the Accessibility Standards, including but not limited to remediation, replacement, or upgrading the EIR, or providing a suitable substitute.

- B. **Access to Agency Data.** Pursuant to Section 2054.138, Texas Government Code, PROVIDER shall implement and maintain appropriate administrative, technical, and physical security measures, including without limitation, the security controls available at <https://cyber-standards.tamus.edu>, as may be amended from time to time (the “Security Controls”), to safeguard and preserve the confidentiality, integrity, and availability of A&M System’s data. PROVIDER shall periodically provide A&M System with evidence of its compliance with the Security Controls within thirty (30) days of A&M System’s request.
- C. **Cloud Computing Services.** As of the Effective Date, PROVIDER represents and warrants that it complies with the then-current requirements of the risk and authorization management program established by the Texas Department of Information Resources (“TX-RAMP”). Pursuant to Section 2054.0593, Texas Government Code, PROVIDER shall maintain RAMP compliance and certification, as may be amended from time to time, throughout the Term, including any renewal term of this Agreement. PROVIDER shall provide A&M System with evidence of its TX-RAMP compliance and certification within thirty (30) days of A&M System request and at least thirty (30) days prior to the start of any renewal term of this Agreement.
- D. **Cyber Security Training.** Pursuant to Section 2054.5192, Texas Government Code, PROVIDER and its employees, officers, and subcontractors who have access to A&M System’s computer system and/or database must complete a cybersecurity training program certified under Section 2054.519, Texas Government Code, and selected by A&M System. The cybersecurity training program must be completed by PROVIDER and its employees, officers, and subcontractors during the Term and any renewal period of this Agreement. PROVIDER shall verify completion of the program in writing to A&M System within the first thirty (30) calendar days of the Term and any renewal period of this Agreement. PROVIDER acknowledges and agrees that its failure to comply with the requirements of this Section are grounds for A&M System to terminate this Agreement for cause in accordance with the provisions of Section 4 of this Agreement.
- E. **Data Privacy.**
 - i. PROVIDER shall hold A&M System’s data in confidence. PROVIDER shall only use or disclose A&M System’s data for the purpose of fulfilling PROVIDER’s obligations under this Agreement, as required by law, or as otherwise authorized in writing by A&M System. PROVIDER shall restrict disclosure of the A&M System’s data solely to those employees, subcontractors or agents of PROVIDER that have a need to access the A&M System’s data in order for PROVIDER to perform its obligations under this

Agreement. PROVIDER shall require any such subcontractors or agents to comply with the same restrictions and obligations imposed on PROVIDER in this Agreement.

- ii. PROVIDER shall, within two (2) business days of discovery, report to A&M System any use or disclosure of A&M System's data not authorized by this Agreement or in writing by A&M System. PROVIDER's report must identify: (a) the nature of the unauthorized use or disclosure, (b) the A&M System data used or disclosed, (c) who made the unauthorized use or received the unauthorized disclosure, (d) what PROVIDER has done or will do to mitigate any deleterious effect of the unauthorized use or disclosure, and (e) what corrective action PROVIDER has taken or will take to prevent future similar unauthorized use or disclosure. PROVIDER shall provide such other information, including a written report, as reasonably requested by A&M System.
- iii. PROVIDER must promptly notify A&M System of any legal request for A&M System's data from a third party and take (and assist A&M System in taking) appropriate steps not to disclose such A&M System data.
- iv. Within thirty (30) days of the expiration or termination of this Agreement, PROVIDER, as directed by A&M System, shall return all A&M System data to A&M System in its possession (or in the possession of any of its subcontractors or agents) or delete all such A&M System data if return is not feasible. PROVIDER shall provide A&M System with at least ten (10) days' written notice of PROVIDER's intent to delete such A&M System data, and shall confirm such deletion in writing.

10. INDEMNIFICATION

PROVIDER shall indemnify and hold harmless A&M System, and their regents, employees and agents (collectively, the "A&M System Indemnitees") from and against any third-party claims, damages, liabilities, expense or loss asserted against A&M System Indemnitees arising out of any acts or omissions of PROVIDER or its employees or agents pertaining to the activities and obligations under this Agreement, except to the extent such liability, loss or damage arises from an A&M System Indemnitee's gross negligence or willful misconduct.

11. MISCELLANEOUS

- A. **Authority to Contract.** If PROVIDER is a business entity, PROVIDER warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary power and has received all necessary approvals to execute and deliver this Agreement, and the individual executing this Agreement on behalf of PROVIDER has been duly authorized to act for and bind PROVIDER.
- B. **Use of Name.** Each Party acknowledges that all rights in any trademarks, service marks, slogans, logos, designs, and other similar means of distinction associated with that Party (its "Marks"), including all goodwill pertaining to the Marks, are the sole property of that Party. Neither Party may use the Marks of the other without the advance written consent of that Party, except that each Party may use the name of the other Party in factual statements that, in context, are not misleading. The Parties will mutually agree in advance upon any public announcements, or communications to the media regarding this Agreement or the services to be provided pursuant to this Agreement.

- C. **Family Education Rights and Privacy Act .** For purposes of the Family Educational Rights and Privacy Act (“FERPA”), A&M System hereby designates PROVIDER as a school official with a legitimate educational interest in any education records (as defined in FERPA) that PROVIDER is required to create, access, receive, or maintain in order to fulfill its obligations under this Agreement. PROVIDER shall comply with FERPA as to any such education records and is prohibited from redisclosure of the education records except as provided for in this Agreement or otherwise authorized by FERPA or A&M System in writing. PROVIDER is only permitted to use the education records for the purpose of fulfilling its obligations under this Agreement and shall restrict disclosure of the education records solely to those employees, subcontractors or agents who have a need to access the education records for such purpose. PROVIDER shall require any such subcontractors or agents to comply with the same restrictions and obligations imposed on PROVIDER in this Section, including without limitation, the prohibition on redisclosure. PROVIDER shall implement and maintain reasonable administrative, technical, and physical safeguards to secure the education records from unauthorized access, disclosure or use.
- D. **Export Compliance [If Applicable].** Each Party shall comply with U.S. export control regulations. If either Party desires to disclose to the other Party any information, technology, or data that is identified on any U.S. export control list, the disclosing Party shall advise the other Party at or before the time of intended disclosure and may not provide export-controlled information to the other Party without the written consent of the other Party. PROVIDER certifies that none of its personnel participating in the activities under this Agreement is a “restricted party” as listed on the Denied Persons List, Entity List, and Unverified List (U.S. Department of Commerce), the Debarred Parties Lists (U.S. Department of State), the Specially Designated Nationals and Blocked Persons List (U.S. Department of Treasury), or any similar governmental lists.
- E. **Independent Contractor.** Notwithstanding any provision of this Agreement to the contrary, the Parties hereto are independent contractors. No employer-employee, partnership, agency, or joint venture relationship is created by this Agreement or by PROVIDER’s service to A&M System. Except as specifically required under the terms of this Agreement, PROVIDER (and its representatives, agents, employees and subcontractors) will not represent themselves to be an agent or representative of A&M System or A&M System. As an independent contractor, PROVIDER is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to workers’ compensation insurance. PROVIDER and its employees shall observe and abide by all applicable A&M System policies, regulations, rules and procedures, including those applicable to conduct on its premises.
- F. **Representations & Warranties.** If PROVIDER is a business entity, PROVIDER warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Texas, that it has all necessary power and has received all necessary approvals to execute and deliver this Agreement, and the individual executing this Agreement on behalf of PROVIDER has been duly authorized to act for and bind PROVIDER.
- G. **Delinquent Child Support Obligations.** A child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25

percent is not eligible to receive payments from state funds under an agreement to provide property, materials, or services until all arrearages have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency. Under Section 231.006, *Texas Family Code*, PROVIDER certifies that it is not ineligible to receive the payments under this Agreement and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

- H. **Payment of Debt or Delinquency to the State.** Pursuant to Sections 2107.008 and 2252.903, *Texas Government Code*, PROVIDER agrees that any payments owing to PROVIDER under this Agreement may be applied directly toward certain debts or delinquencies that PROVIDER owes the State of Texas or any agency of the State of Texas regardless of when they arise, until such debts or delinquencies are paid in full.
- I. **Prior Employment.** PROVIDER acknowledges that Section 2252.901, *Texas Government Code*, prohibits A&M System from using state appropriated funds to enter into an employment contract, a professional services contract under Chapter 2254, or a consulting services contract under Chapter 2254 with individual who has been previously employed by A&M System during the twelve (12) month period immediately prior to the effective date of the Agreement. If PROVIDER is an individual, by signing this Agreement, PROVIDER represents and warrants that it is not a former or retired employee of A&M System that was employed by A&M System during the twelve (12) month period immediately prior to the effective date of the Agreement.
- J. **Not Eligible for Rehire.** PROVIDER is responsible for ensuring that its employees involved in any work being performed for A&M System under this Agreement have not been designated as "Not Eligible for Rehire" as defined in System policy 32.02, *Discipline and Dismissal of Employees*, Section 4 ("NEFR Employee"). In the event A&M System becomes aware that PROVIDER has a NEFR Employee involved in any work being performed under this Agreement, A&M System will have the sole right to demand removal of such NEFR Employee from work being performed under this Agreement. Non-conformance to this requirement may be grounds for termination of this Agreement by A&M System.
- K. **Public Information.** PROVIDER acknowledges that A&M System is obligated to strictly comply with the Public Information Act, Chapter 552, *Texas Government Code*, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law. Upon A&M System's written request, PROVIDER will promptly provide specified contracting information exchanged or created under this Agreement for or on behalf of A&M System to A&M System in a non-proprietary format acceptable to A&M System that is accessible by the public. PROVIDER acknowledges that A&M System may be required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), *Texas Government Code*. The requirements of Subchapter J, Chapter 552, *Texas Government Code*, may apply to this Agreement and PROVIDER agrees that this Agreement can be terminated if PROVIDER knowingly or intentionally fails to comply with a requirement of that subchapter.
- L. **Dispute Resolution.** To the extent that Chapter 2260, *Texas Government Code* is applicable to this Agreement, the dispute resolution process provided in Chapter 2260, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260,

shall be used by A&M System and PROVIDER to attempt to resolve any claim for breach of contract made by PROVIDER that cannot be resolved in the ordinary course of business. PROVIDER shall submit written notice of a claim of breach of contract under this Chapter to the University Contracts Officer of A&M System, who shall examine PROVIDER's claim and any counterclaim and negotiate with PROVIDER in an effort to resolve the claim. This provision and nothing in this Agreement waives A&M System's sovereign immunity to suit or liability, and A&M System has not waived its right to seek redress in the courts.

- M. **Franchise Tax Certification.** If PROVIDER is a taxable entity subject to the Texas Franchise Tax (Chapter 171, *Texas Tax Code*), then PROVIDER certifies that it is not currently delinquent in the payment of any franchise (margin) taxes or that PROVIDER is exempt from the payment of franchise (margin) taxes.
- N. **State Auditor's Office.** PROVIDER understands that acceptance of funds under this Agreement constitutes acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds pursuant to Section 51.9335(c), *Texas Education Code*. PROVIDER agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested. PROVIDER will include this provision in all contracts with permitted subcontractors.
- O. **Entire Agreement.** This Agreement constitutes the entire and only agreement between the Parties hereto and supersedes any prior understanding, written or oral agreements between the Parties, or "side deals" which are not described in this Agreement. This Agreement may be amended only by a subsequent written agreement signed by authorized representatives of both parties.
- P. **Severability.** In case any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions hereof, and this Agreement shall be construed as if such invalid, illegal, and unenforceable provision had never been contained herein. The Parties agree that any alterations, additions, or deletions to the provisions of the Agreement that are required by changes in federal or state law or regulations are automatically incorporated into the Agreement without written amendment hereto and shall become effective on the date designated by such law or by regulation.
- Q. **Survival.** Any provision of this Agreement that may reasonably be interpreted as being intended by the Parties to survive the termination or expiration of this Agreement will survive the termination or expiration of this Agreement.
- R. **Headings.** Headings appear solely for convenience of reference. Such headings are not part of this Agreement and shall not be used to construe it.
- S. **Non-Assignment.** PROVIDER shall neither assign its rights nor delegate its duties under this Agreement without the prior written consent of A&M System.
- T. **HUB Subcontracting Plan.** It is the policy of the state of Texas and A&M System to encourage the use of Historically Underutilized Businesses ("HUB") in our contracts, purchasing transactions and through subcontracting opportunities. The goal of the HUB program is to promote equal access and equal opportunity to HUB vendors in A&M System contracting and purchasing. PROVIDER has indicated it will not subcontract any

of its duties or obligations under this Agreement. If PROVIDER will subcontract any of its duties and obligations under this Agreement, PROVIDER will be required to provide prior written notice to A&M System and make a good faith effort to submit a HUB subcontracting plan as required under Section 20.285 of the Texas Administrative Code.

- U. **Force Majeure.** Neither Party shall be held liable or responsible to the other Party nor be deemed to have defaulted under or breached this Agreement for failure or delay in fulfilling or performing any obligation under this Agreement if and to the extent such failure or delay is caused by or results from causes beyond the affected Party's reasonable control, including, but not limited to, acts of God, strikes, riots, flood, fire, epidemics, natural disaster, embargoes, war, insurrection, terrorist acts or any other circumstances of like character; provided, however, that the affected Party has not caused such force majeure event(s), shall use reasonable commercial efforts to avoid or remove such causes of nonperformance, and shall continue performance hereunder with reasonable dispatch whenever such causes are removed. Either Party shall provide the other Party with prompt written notice of any delay or failure to perform that occurs by reason of force majeure, including describing the force majeure event(s) and the actions taken to minimize the impact of such event(s).
- V. **Loss of Funding.** Performance by A&M System under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "Legislature"). If the Legislature fails to appropriate or allot the necessary funds, A&M System will issue written notice to PROVIDER and A&M System may terminate this Agreement without further duty or obligation hereunder. PROVIDER acknowledges that appropriation of funds is beyond the control of A&M System. In the event of a termination or cancellation under this Section, A&M System will not be liable to PROVIDER for any damages that are caused or associated with such termination or cancellation.
- W. **Governing Law.** The validity of this Agreement and all matters pertaining to this Agreement, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed and determined by the Constitution and the laws of the State of Texas.
- X. **Venue.** Pursuant to Section 85.18(b), *Texas Education Code*, mandatory venue for all legal proceedings against A&M System is to be in the county in which the principal office of A&M System's governing officer is located.
- Y. **Non-Waiver.** A&M System is an agency of the state of Texas and under the Constitution and the laws of the state of Texas possesses certain rights and privileges, is subject to certain limitations and restrictions, and only has authority as is granted to it under the Constitution and the laws of the state of Texas. PROVIDER expressly acknowledges that A&M System is an agency of the state of Texas and nothing in this Agreement will be construed as a waiver or relinquishment by A&M System of its right to claim such exemptions, remedies, privileges, and immunities as may be provided by law, including the sovereign immunity of A&M System.
- Z. **Conflict of Interest.** PROVIDER certifies, to the best of their knowledge and belief, that no member of the A&M System Board of Regents, nor any employee of A&M System, has a direct or indirect financial interest in PROVIDER or in the transaction that is the subject of the Agreement.

- AA. Prohibition on Contracts with Companies Boycotting Israel.** To the extent that Chapter 2271, *Texas Government Code*, is applicable to this Agreement, PROVIDER certifies that (a) it does not currently boycott Israel, and (b) it will not boycott Israel during the Term of this Agreement. PROVIDER acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.
- BB. Certification Regarding Business with Certain Countries and Organizations.** PROVIDER represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152, *Texas Government Code*. PROVIDER acknowledges this Agreement may be terminated immediately if this certification is inaccurate.
- CC. Records Retention.** PROVIDER will preserve all contracting information, as defined under *Texas Government Code*, Section 552.003 (7), related to the Agreement for the duration of the Agreement and for seven years after the conclusion of the Agreement.
- DD. Verification Regarding Discrimination Against Firearm Entities and Trade Associations.** To the extent that Chapter 2274, *Texas Government Code*, is applicable to this Agreement, PROVIDER verifies that (1) it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (2) will not discriminate during the term of this Agreement against a firearm entity or firearm trade association.
- EE. Verification Regarding Boycotting Energy Companies.** To the extent that Chapter 2274, *Texas Government Code*, is applicable to this Agreement, PROVIDER verifies that (1) it does not boycott energy companies, and (2) it will not boycott energy companies during the term of this Agreement. PROVIDER acknowledges this Agreement may be terminated and payment withheld if this verification is inaccurate.
- FF. Campus Secure Areas; Research Activities; Confidentiality [Applicable to RELLIS Only].** The parties acknowledge that activities at the RELLIS Campus involve the conduct of research, which may be highly sensitive in nature. The parties agree that PROVIDER's access to the RELLIS Campus (including access by its employees, agents, and subcontractors) shall be restricted to the locations and purposes described herein, or otherwise authorized by A&M System. The parties agree that all research and testing information and activities ("Research Activities") conducted or accessed on the RELLIS Campus shall be considered Confidential Information (as defined herein) belonging to the A&M System or the individual researcher or licensee conducting the Research Activities. PROVIDER agrees that it (including its employees, agents, and subcontractors) shall comply with any security processes and procedures communicated to PROVIDER before or during PROVIDER's access to the RELLIS Campus, and shall not attempt to access the Research Activities at the RELLIS Campus. In the event that PROVIDER (including its employees, agents, and subcontractors) should view, receive, hear, observe, or access Research Activities of any entity at the RELLIS Campus (whether from air space, office, hangar, common area, electronically, or by any other means), PROVIDER (including its employees, agents, and subcontractors) shall treat all such information as Confidential Information and shall use reasonable care to protect the Confidential Information from disclosure and not disclose, copy, photograph, record, retain, use or discuss any such Confidential Information. For purposes of this section, Confidential Information means any information not publicly known or available, including, but not limited to, sensitive, proprietary or other non-public information, or trade secrets, written or oral, whether or

not it is marked as such, that is disclosed or made available to the receiving party, directly or indirectly, through any means of communication or observation. PROVIDER is responsible for ensuring compliance of its employees, agents and subcontractors with this section.

GG. Compliance with Laws. PROVIDER shall comply with all federal, state, and local laws, rules, and regulations applicable to the performance of its obligations under this Agreement.

HH. Notices. Any notice required or permitted under this Agreement must be in writing, and shall be deemed given: (a) three (3) business days after it is deposited and post-marked with the United States Postal Service, postage prepaid, certified mail, return receipt requested, (b) the next business day after it is sent by overnight carrier, (c) on the date sent by email transmission with electronic confirmation of receipt by the party being notified, or (d) on the date of delivery if delivered personally. A&M System and PROVIDER can change their respective notice address by sending to the other Party a notice of the new address. Notices should be addressed as follows:

A&M System: The Texas A&M University System
301 Tarrow St., Suite 273
College Station, Texas 77840
Attention: Jeff Zimmermann
Phone: (979) 458-6410
E-mail: jzimmermann@tamus.edu

PROVIDER:PROVIDER Name

Address
City, State, Zip
Attention:
Phone:
Email:

(SIGNATURES TO FOLLOW ON NEXT PAGE)

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the Effective Date.

The Texas A&M University System

By _____
Name:Date
Title:

PROVIDER

By _____
Name:Date
Title:

- Exhibit A – Scope of Work
- Exhibit B – Payment of Fees
- Exhibit C - Insurance

DRAFT