



THE TEXAS A&M UNIVERSITY SYSTEM

Office of HUB & Procurement Programs

REQUEST FOR PROPOSAL

RFP NUMBER: RFP01 MKTG-20-086

SOCIAL MEDIA MANAGEMENT TOOL

PROPOSAL MUST BE RECEIVED BEFORE:

2:00 P.M. Central Time (CDT) on July 6, 2020

EMAIL RFP RESPONSES TO:

SOPROCUREMENT@TAMUS.EDU

SUBJECT LINE: RFP01 MKTG-20-086

Attn: Jeff Zimmermann

NOTE: PROPOSAL must be time stamped at **The Texas A&M University System** Office of Procurement and HUB Programs before the hour and date specified for receipt of Proposal.

Sealed proposals will be received until the date and time established for receipt as stated in Section 2.4. After receipt, only the names of Respondents will be made public.

REFER INQUIRIES TO:

**Jeff Zimmermann, Director
The Texas A&M University System
Office of HUB & Procurement Programs
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 5.19 for more information regarding public information.

TABLE OF CONTENTS

SECTION 1.	INTRODUCTION	3
1.1	Scope	3
1.2	Background	3
1.3	Priorities/Expectations	3
1.4	Performance Period	3
SECTION 2.	INSTRUCTIONS FOR RESPONDENTS	5
2.1	General Information	5
2.2	Calendar of Events	5
2.3	Examination of the Request for Proposal	5
2.4	Submittal Instructions	6
2.5	Proposal Components	6
2.6	Inquiries and Interpretations	7
2.7	Selection Process	7
SECTION 3.	SCOPE OF WORK	9
3.1	Introduction	9
3.2	Current Usage Across the A&M System	9
3.3	Target Users	9
3.4	Solution Priorities	10
3.5	Secondary or Add-on Specifications	11
3.6	Additional Information	11
SECTION 4.	PROPOSAL RESPONSE	12
4.1	Company Profile	12
4.2	Technical Proposal	12
4.3	References	12
4.4	Pricing	13
4.5	Accessibility	13
4.6	HUB Subcontracting Plan	14
SECTION 5.	GENERAL TERMS AND CONDITIONS	17
Exhibit A –	Execution of Offer	24
Exhibit B –	Non-Collusion Affidavit	26
Exhibit C –	HSP Letter of Transmittal	27

SECTION 1 - INTRODUCTION

1.1 Scope

The Texas A&M University System ("A&M System") Office of Marketing and Communications has a need to acquire a social media management tool to ensure we have the best available tools to streamline the sharing and notifications of social media posts, replies, and tags, as well as listen, monitor and report. In addition, A&M System wishes to insure the solution is robust enough to meet the needs of the A&M System and its members ("Member" as listed in Section 1.2) with a sustainable and economically viable tool. A&M System is seeking proposals to select RESPONDENTS to provide the social media management tool as described in Section 3.

It is the intent of this RFP to establish Master Agreements with more than one qualified RESPONDENT for the requirements listed. These Master Agreements will allow each Member the discretion to adopt the social media management tool solution according to its needs.

By submitting responses, each RESPONDENT (also referred to herein as "Vendor") certifies that it understands this RFP and has full knowledge of the scope, nature, quality, and quantity of the work to be performed, the detailed requirements of the services to be provided, and the conditions under which the services are to be performed. 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.

1.2 Background

The Texas A&M University System is one of the largest systems of higher education in the nation with a budget of \$6.3 billion. The System is a statewide network of 11 universities; a comprehensive health science center; eight state agencies, including the Texas Division of Emergency Management; and the RELLIS Campus. The Texas A&M System educates more than 151,000 students and makes more than 22 million additional educational contacts through service and outreach programs each year. System-wide, research and development expenditures exceeded \$1 billion in FY 2019 and helped drive the state's economy. More information about the A&M System and all of its members can be found at <http://www.tamug.edu/about/>.

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 customers in a timely, cost effective manner. A&M System is seeking a RESPONDENT that will ensure the provision of such quality in its delivery of service through proven training 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 a successful solution as determined by A&M System. RESPONDENT shall provide information describing the RESPONDENT'S managed services and project execution experience, including the experience of the resources, account managers, and other key personnel on similar engagements, including past experience within the A&M System.
- (c) *Delivery Efficiency as it Relates to Total Costs.* RESPONDENT must demonstrate its ability to deliver the required solution in a cost-effective and timely manner while not sacrificing the quality required by the A&M System.

1.4 Performance Period

Should A&M System, in its sole discretion, enter into a Master Agreement with the successful RESPONDENT(S) as

a result of this RFP, the agreement shall be effective upon execution for an initial period of three (3) years. The agreement may be extended for up to two additional two (2) year terms, providing all parties mutually agree in writing on the extension. Any extension shall be at the same terms and conditions plus any approved changes to be determined by A&M System and negotiated in writing with the successful RESPONDENT.

Each Member choosing to implement a social media management tool from one of the Master Agreements will be responsible for establishing an agreement to define the terms for the services to be provided, including all costs as based on the pricing proposal submitted with the response to this RFP. The process for establishing any Member specific agreement shall be defined in the proposal response to Section 4.2.2. Note that it is expected that each Member will be responsible for direct payment of services provided on their agreement.

SECTION 2 – INSTRUCTIONS FOR RESPONDENTS

2.1 General Information

The A&M System is seeking proposals from qualified proposers, hereafter referred to as RESPONDENT(s) and/or VENDOR(s), who can provide the social media management tool as specified and listed in Section 3 of this RFP. While it is the intent of the A&M System to effectively establish an agreement with a qualified provider, there is no guarantee that an award will be made or a contract executed.

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, in that 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 supporting documentation and manuals submitted with this submittal will become the property of the A&M System unless otherwise requested by the RESPONDENT, in writing, at the time of submission, and agreed to, in writing, by the A&M System.

2.2 Calendar of Events

Activity	Date
Release of Request for Proposal	June 17, 2020
Deadline to Submit Questions	June 24, 2020
Release of Addendum (if applicable)	by June 26, 2020
Responses Due	July 6, 2020 by 2:00 p.m. CDT
Finalist Interviews (if requested)	TBD
Selection of Respondent(s)	Anticipated by July 17, 2020

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 assure that the selection of the RESPONDENT is in accordance with its policies, rules and regulations, as well as actual timing needs.

2.3 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."

2.4 Submittal Instructions

All proposals must be received by the A&M System, no later than **2:00:00 p.m. CDT, July 6, 2020** electronically via email to soprocurement@tamus.edu with the subject line of "**RFP01 MKTG-20-086 – Social Media Management Tool**". The sent time indicated within the A&M System email server shall be used for the receipt and acceptance of the response. Late proposals will not be considered under any circumstances.

Submittal 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", II) "company name – Documents" and III) "company name – Demo"**.

2.5 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 will 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 Response, Sections 4.1 - 4.5

II. Documents

- ✓ Signed Execution of Offer (Exhibit A)
- ✓ Non-Collusion Affidavit (Exhibit B) – signed and notarized
- ✓ Accessibility documentation (i.e. VPATs), Section 4.5
- ✓ HUB Subcontracting Plan, Section 4.6
- ✓ Member Ordering Process documents, Section 4.2.2. Provide any documents to be used for this process.

III. Demo

- ✓ Pre-recorded demo as described in Section 3.6

Proposal format: The proposal response shall be presented in the order listed above with sections and sub-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 on this document may be done electronically with DocuSign, Adobe or another similar tool. While the document must also be notarized, this may be done at a later date due to the COVID-19 pandemic. An agreement may not be executed with the awarded Respondent until this document is fully signed and notarized.

2.6 Inquiries and Interpretations

All technical questions concerning this RFP are to be directed, in writing, to Jeff Zimmermann at soprocurement@tamus.edu. Respondent may not contact other individuals at the A&M System to discuss any aspect of this RFP, unless expressly authorized by the A&M System Procurement & HUB Program office to do so. Questions regarding the RFP, including questions for more data or information beyond that included in this RFP, should be presented in writing.

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).

<http://www.txsmartbuy.com/sp> (Input Agency Number "710" and select "Posted" for the Status)

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 replied to inquiries which are made by formal written addenda shall be binding. Oral and other interpretations or clarification will be without legal effect.

Deadline for submission of questions is by **June 24, 2020**. A&M System will publish all questions with responses according to the schedule in Section 2.2.

2.7 Selection Process

The evaluation of the proposals shall be based on the proposal(s) 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.

A&M System may base its choice on demonstrated competence, knowledge, qualifications, and other factors as deemed applicable and on the reasonableness of the proposed fee for the solution and related services. If other considerations are equal, A&M System may give preference to a RESPONDENT(S) whose principal place of business is in the state of Texas or who will manage any resultant agreement wholly from an office in the state of Texas.

The RESPONDENT selected will be the one who's 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, an agreement may be negotiated and executed with that RESPONDENT. The resultant agreement 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 present the solution proposed to the evaluation committee before the final selection(s). Interviews, presentations, and/or demonstrations, if requested would be handled on-line or through another form of electronic media. A&M System will not provide compensation to RESPONDENTS for any expenses incurred by the RESPONDENT(S) for proposal preparation, evaluations or presentations that may be made.

After proposal tabulation and such investigation of Respondents as the A&M System deems appropriate, an award may be made to one or more Respondents whose proposal it judges to represent the best value to the A&M System. Final determination for award of the contract will be made on the overall best value to the A&M System.

By submitting its proposal in response to this RFP, Respondent accepts the evaluation process and acknowledges and accepts that determination of the best value firm will require subjective judgments by the A&M System.

The selection of the successful proposal may be made by the A&M System on the basis of the proposals initially submitted, without discussion, clarification, or modification. In the alternative, selection of the successful proposal may be made by the A&M System on the basis of negotiation with any of the Respondents. The 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 of the information requested to be considered responsive. If a proposal fails to conform to the essential requirements of the RFP, the 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.

The A&M System may perform reference checks and seek further information, as needed from all Respondents whose proposals the System, at its discretion, considers viable, based on the initial evaluation and scoring. The Proposer's response to this requirement officially authorizes the A&M System to contact these organizations to discuss the services and other considerations which the Proposer has provided to such organizations and authorizes the organizations to provide such information to the A&M System and Proposer shall and hereby does release and hold harmless the 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.

The A&M System reserves the right to reject any or all proposals and re-solicit for new proposals, or to reject any or all proposals and temporarily or permanently abandon the project. The A&M System makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

SECTION 3 – SCOPE OF WORK

3.1 Introduction

In the past few years, the role of social media in the business communication world has changed dramatically. Originally a purely social outlet, programs such as Facebook, Twitter and Instagram, and many others, have become expected and necessary tools for any organization or business.

To capture and promote the best stories of each Member of the A&M System, a trusted and robust social media management tool is required to streamline the sharing and notifications of social media posts, replies, and tags, as well as listen, monitor and report.

Currently, the A&M System has an agreement with Hootsuite Enterprise, and the renewal period will be coming up at the end of September, 2020. While Hootsuite Enterprise may still meet the needs for many of our users, this RFP will allow us to collect proposals for additional solutions.

In addition, the goal of the RFP is to come out with a multi-vendor solution, which means more than one Respondent may be awarded at the end of this process.

3.2 Current Usage Across the A&M System

Hootsuite:

The current Hootsuite Enterprise contract has supported an average of 40 seats (or users) and 70 social media profiles over the last two contract years. This year, the contract supports 8 A&M System Members including the A&M Foundation, 35 seats and 72 profiles.

The Hootsuite Enterprise plan includes:

- Unlimited reporting, team-based metrics, export reports to PDF, CSV, PPT, EXCEL
- Collaboration across teams in the Organization (content library and data asset integrations such as Google Drive), assignments workflow across teams
- Security and Crisis communication abilities. Central governance to control social messaging in event of a crisis. Security and password control
- Access to product beta features
- Unlimited social profiles
- Access to app directory and integrations such as Salesforce, Slack, Adobe Stock, etc. Other Integrations can be found here
- Enterprise Customer Support (4 hour SLA) and Customer Success Manager
- Access to Hootsuite Boost to promote paid content

Other solutions:

For a variety of reasons, some members are using alternative solutions such as Sprout Social, Hootsuite Pro, Buffer, Meltwater and natively in the application.

3.3 Target Users

The RFP Review Committee is comprised of A&M System Member professionals who work with social media frequently. Many times a professional may fill more than one role listed below.

- Directors and Supervisors over social media
- Social media managers
- Content editors
- Content creators

Additional information about users, their channels and support based on an optional survey

- From 10 responses, over 174 channels are being managed across many platforms including Facebook, Twitter, Instagram, LinkedIn, Pinterest, Snapchat, YouTube, Reddit, TikTok and giphy.
- Low-end number of channels: 3; High end number of channels: 57

3.4 Solution Priorities

Each Member of the A&M System has their own set of priorities when choosing a social media management tool. Below is a general overview of those priorities. Logically, some of your solutions may package more than one priority listed below. Understandably, there may be limitations a vendor may encounter to specific priorities listed. In your response, indicate the limitations or comparable solution.

Priorities

- Planning & scheduling
- Engage with social traffic
- Accessibility
- Monitoring
- Reports
- Analytics
- Mobile – ability to perform tasks on mobile device
- Listening
- Image/Video editing
- Access level management
- Inbox management
- Custom alerts
- Workflow/Assign

Elaboration on Specific Priorities

- a. Accessibility
 - i. Provide documentation as stated in Section 4.5
 - ii. The ability to apply accessible content in advance when scheduling
- b. Improved Integrations for planning and scheduling: Scheduling and planning are the most used functions for users using a management tool, but it also seems social media managers frequently turn to native scheduling or because of accessibility, captions, stories, stickers, calendar, and listening.
 - i. Improved integration across the board - Facebook, video, IG tagging, linktree alternatives, etc
 - ii. Improved content calendar planning capabilities
 - iii. Instagram stories integration
 - iv. Roadmap and improvement plans for new platforms like TikTok and content advancements on platforms such as LinkedIn and Twitter for story-like abilities
 - v. YouTube integration
- c. Media assets and shared content library
 - i. Improved accessibility to media/content libraries and ease of use in building and storing libraries, and share between A&M System accounts/instances.
 - ii. Improvement in configuring, editing, viewing and applying assets/content
 - iii. Download images or videos to external media library

- d. Custom/Branded URL shorteners
 - i. Consistent availability of branded URL shortener across all social platforms.
 - ii. Performance metrics availability in a clear and concise manner.
- e. Listening/Reporting
 - i. Audience insight reporting features on influencers, ambassadors, etc.
 - ii. Alerts on negative keywords and brand mention.
- f. Analytics
 - i. How to connect, gather, and combine social efforts together.
 - ii. Whether paid or organic social media, how can these efforts get organized and analyzed to help users and decision makers?

3.5 Secondary or Add-on Specifications

Onboarding and training

Please answer and elaborate for the following:

- What does onboarding and initial training look like? How long?
- For where possible, can A&M System employees provide the setup and training for new users?

Continued customer support

Please answer and elaborate for the following:

- How does your company handle technical support?
- Are there fees for certain levels of support? If so this should be included in the pricing proposal.
- Do you offer industry updates or educational webinars that are relevant to the users?
- Do you have a user-friendly knowledge base?
- Ability to provide usage reports to the A&M System for all Member agreements established through any resultant Master Agreement.

3.6 Additional Information

In addition to providing information Solution Priorities (3.4) and Secondary or Add-on Specifications (3.5), provide a response to the following:

- Pre-recorded video demo about the solutions to any or all priorities listed in Section 3.4. Provide an unlisted link to a hosted video or a link to download the video. Your video length will vary based on the number of priorities featured, however, attempt to keep the video length to under 30 minutes.

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

4.1.1 Provide a contact name for this RFP response, including title, address, telephone number and email address.

4.1.2 Number of Years in Business

Type of Operation: Individual____ Partnership____ Corporation____ Government____

Number of Employees: _____ (company wide)

Number of Employees: _____ (servicing location)

Annual Sales Volume: _____ (company wide)

Annual Sales Volume: _____ (servicing location)

4.1.3 State that you will provide a financial rating of your company and any documentation (such as a Dunn and Bradstreet Analysis) which indicates the financial stability of your company, if requested by A&M System.

4.1.4 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.

4.1.5 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.

4.1.6 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 shall provide a response to each of the items listed below.

4.2.1 Provide a response to all items in Sections 3.4 – 3.6 above. Each sub-section shall be labeled accordingly.

4.2.2 Member Ordering Process: Each Member has the option to utilize the services from this RFP. Describe the process for engagement with an awarded Respondent to include any required documents to be completed and executed by a Member to engage these services; i.e. statement of work, order form, purchase order, etc.

4.3 References

RESPONDENT must furnish at least three (3) references preferably with institutions of higher education. Each reference shall contain at least the following:

- Company/Agency name & address
- Contact Person Name & Title
- Contact phone number
- Contact email

- Summary of services provided including how long they have been using the solution.

4.4 Pricing Proposal

The A&M System anticipates the pricing to be structured into the components as listed below. Provide a pricing proposal according to these components. The A&M System will consider other components or methods for pricing if offered.

1. Initial Implementation or Set-Up Fee
2. As-needed support or technical assistance
3. Annual recurring license or subscription
4. Onboarding and Training
5. Continuous Use (i.e. Scheduling, management tools, timed reports)
 - Provide two-year fixed rate with third and fourth year opt-in rates with not to exceed percent price increase.
6. As needed Services (i.e. Crisis, campaign, special listening/reports)
 - Provide suggested frequency and pricing, as well as cost for as needed listening and reports
7. Any other annual charges.

Note: This pricing shall be based with the understanding that each Member will determine which social media management tool to implement from the awarded Respondents according to its needs. Respondents may provide additional pricing options that would provide discounts if multiple Members selected its social media management tool.

4.5 Accessibility

Electronic and Information Resources (EIR) accessibility requirements and technical standards from Texas Administrative Code, Title 1, Chapter 206 and Chapter 213 have been determined to apply to this Request for Proposal. Respondents must describe how the EIR product deliverables included as part of the service requirements meet at least those technical provisions identified as applicable in the attached Voluntary Product/Service Accessibility Templates (VPATs).

For EACH applicable EIR product, Respondents should provide the following accessibility information by way of Voluntary Product Accessibility Templates (VPATs). See Attachment – Accessibility Conformance Report (Based on VPAT Version 2.4) or other equivalent reporting templates. Respondents must describe how the EIR product deliverables included as part of the service requirements meet the following requirements.

- 1) The appropriate Technical Accessibility Standards based on the applicable EIR Category (see table below)
- 2) Functional Performance Criteria described in 1 TAC §213.35 (i.e., Section 508 equivalent - 36 CFR Part 1194 Subpart C)
- 3) Information, Documentation, and Support described in 1 TAC §213.36 (i.e., Section 508 equivalent - 36 CFR Part 1194 Subpart D)

EIR Category	Technical Accessibility Standards	Section 508 equivalent
Software Applications and Operating Systems	1 TAC §213.30	Section 508 Appendix C: (1) Chapter 7, § 702.10 (WCAG 2.0 Level AA

		excluding Guideline 1.2 Time Based Media); (2) Chapter 5, § 502 Interoperability with Assistive Technology; (3) Chapter 5, § 503 Applications; and (4) Chapter 5, § 504 Authoring Tools
Websites	1 TAC §206.70 Web Content Accessibility Guidelines (WCAG) 2.0, Level AA	36 CFR §1194.22
Telecommunications Products	1 TAC §213.31	47 U.S.C. §255 and 36 C.F.R. §1194.2, Appendix B
Video and Multimedia Products	1 TAC §213.32	36 CFR §1194.24 Section 508 Appendix C
Hardware	1 TAC §213.33	US Section 508 Appendix C Chapter 4
Functional Performance	1 TAC §213.35	Section 508 Appendix C, Chapter 3, §302
Support Document	1 TAC §213.36	US Section 508 Appendix C, Chapter 6

Only proposals which contain adequate information to document their responsiveness to the EIR accessibility requirements (VPATs and supporting documentation including test documentation) will be eligible for consideration.

4.6 HUB Subcontracting Plan

It is the policy of the state of Texas and the A&M System to encourage the use of Historically Underutilized Businesses (HUBs) in our prime contracts, subcontractors, and purchasing transactions. The goal of the HUB program is to promote equal access and equal opportunity in A&M System contracting and purchasing.

Based on the scope of this RFP, Respondents must determine if they can perform the entire scope with their own resources or if it will be necessary to subcontract any portion of the scope. Subcontracting opportunities are defined as those opportunities contracted with a vendor to provide services, supply commodities, or contribute toward completing work for a governmental entity.

Subcontracting opportunities are possible for this RFP and therefore a HUB Subcontracting Plan (HSP) is **required**. Failure to submit a comprehensive, acceptable HSP as stated below in item a) will be considered a material failure to comply with the requirements of the RFP and will result in rejection of the submittal. The HUB Subcontracting Plan shall be submitted **with** the RFP response by the date and time specified. The applicable **HUB goal** to utilize for this RFP is **10%** for “all other services”. The HSP submitted with this RFP shall become part of any master agreement resulting from this RFP.

a) RFP HSP Submission Requirements

The following items (1-3) must be submitted with your RFP response in order to meet the HUB Subcontracting

Plan requirements.

- 1) Letter of transmittal attesting that the respondent has read and understands the Policy on Historically Underutilized Businesses (see Exhibit C)
- 2) State of Texas Historically Underutilized Business Subcontracting Plan (HSP): Respondents shall complete the HSP form by submitting Sections 1, Section 2 a-d. and Section 4 ONLY. The opportunities listed in Section 2b shall be those that you anticipate on a typical project for the scope of this RFP. It is not necessary to include percentages within section 2b at this time. Method A and B are not needed with your RFP HSP submission but will be required of the awarded Respondents.

The A&M System HUB Subcontracting Plan form to be used is attached and can be accessed at the following site:

<http://www.tamus.edu/business/hub-procurement/hub-programs-3/system-offices-hub-program/>

Self-Performing: If the Respondent is completing as self-performing, a statement shall be provided which attests that the entire scope of work shall be performed with its own employees and resources. The sections in the HSP form to be completed are Section 1, 2a (check “No”), 3 (with your statement included in the open text field), and 4. The additional information requested below is not needed for self-performing plans.

- 3) Additional Information: If you identified subcontracting opportunities in Section 2b of the HSP and you already have selected HUB subcontractors that allow you to state “Yes” on either Section 2 c or d, then you may submit Method A pages to identify those HUBs. However, if you do not have HUBs selected at this time and your answer to both Section c and d are “No”, then provide a response to each of the items below to explain how the Respondent intends to make a good faith effort for each subcontracting opportunity identified in Section 2b of the State of Texas HSP Form.
 - Given the opportunities identified in Section 2b, provide an estimated percent for overall HUB participation with the understanding that the A&M System goal for “all other services” is 10%. This estimated percent is not a commitment to obtain that percent, but a commitment to make the full good faith effort with that as the goal.
 - Provide a sample solicitation notice letter that will be sent to HUB vendors and minority and women business trade organizations/development centers for the subcontracting opportunities. The notice shall, in all instances, include at least the scope of work, response due date, information about bonding and insurance requirements, and identify a contact person.
 - Provide a list of the trade organizations or development centers that you intend to work with in your outreach efforts.
 - Provide documentation that describes how you intend to locate the HUB vendors for solicitation – Will you use the CMBL listings? Will you advertise in trade organization newsletters or newspapers? Etc.

Please contact Mr. Keith Williams, A&M System HUB Coordinator, by email at soprocurement@tamus.edu, or phone (979) 458-3265 for assistance in proper completion of the HSP. RESPONDENTS have the opportunity to submit a draft of the HSP, prior to submittal of their response to the RFP, for review by Mr. Williams.

b) Awarded Respondents

The following shall be required of each Respondent issued a Master Agreement as a result of this RFP;

If selected by a Member as the result of a Master Agreement, the Vendor may be required by that Member to complete an HSP in full per the instructions below or as directed specifically by that Member.

- 1) Complete Section 1

- 2) Complete Section 2a through d.
- 3) Complete Section 4
- 4) Complete Method A or B as applicable depending on your response to questions in Section 2c-d. Below are the instructions for each Method;

Method A: Provide Method A (Attachment A) for each opportunity identified in Section 2b of the HSP and complete all sections. Section A-2 shall include all subcontractors selected for that opportunity, both HUBs and non-HUBs.

Method B: Provide Method B (Attachment B) for each opportunity identified in Section 2b. Reminder that all supporting documentation listed in Section B-3 shall be provided as part of this attachment. The following are additional items of note as part of the good faith effort required:

- The Respondent shall provide potential HUB subcontractors reasonable time to respond to the respondent's notice. "Reasonable time to respond" in this context is no less than seven (7) working days from receipt of notice, unless circumstances require a different time period and it is approved by the Member in writing.
- The Respondent shall use the State of Texas Centralized Master Bidders List (CMBL), HUB Directory, internet resources, and/or other directories as identified by the State of Texas or the Member HUB Program office when searching for HUB subcontractors. A complete list of all State of Texas certified HUBs may be electronically accessed at;
<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>
- The Respondent shall provide the notice described in this section to three (3) or more HUBs for each subcontracting opportunity as stated in Section B3a. Respondents are encouraged to seek and find a "Diverse Group" of Historically Underutilized Businesses in each category in which a subcontract of services is solicited.
- The Respondent shall provide notice to minority and women business trade organizations or development centers that assist in identifying HUBs by disseminating opportunities to their membership/participants. A list of possible organizations/centers can be found at the following site;
<https://comptroller.texas.gov/purchasing/vendor/hub/resources.php>
- The respondent shall negotiate in good faith with qualified HUBs, not rejecting qualified HUBs who were also the best value responsive bidder.
- Provide written justification of the selection process if a non-HUB subcontractor is selected in Section B-4c.

SECTION 5 - GENERAL TERMS AND CONDITIONS

- 5.1 **TERMS AND CONDITIONS:** 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 A&M System determines to be incomplete, conditional, obscure, or which has irregularities of any kind, may be rejected. A&M System reserves the right to award to the firm, or firms, which in our sole judgment, will best serve our long-term interest.

This RFP in no manner obligates 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 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 A&M System Office of General Counsel are essential prior to the award 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.

- 5.2 **GOVERNING LAW:** RESPONDENT agrees that, in the event of a dispute, laws of the State of Texas will prevail.
- 5.3 **NON-DISCRIMINATION:** The parties agree that in the performance of any resultant agreement they will not discriminate in any manner on the basis of race, color, national origin, age, religion, sex, genetic information, sexual orientation, gender identity, 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, RESPONDENTS certify that they will conform to the provisions of the federal Civil Rights Act of 1964, as amended.
- 5.4 **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting a state of qualification, the RESPONDENTS certify that they do 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.
- 5.5 **DEBARMENT STATUS:** By submitting a proposal, RESPONDENTS certify that they are not currently debarred from submitting submittals on contracts nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts.
- 5.6 **INDEMNIFICATION AND HOLD HARMLESS:** The RESPONDENT shall defend, indemnify and hold harmless A&M System, its officers, employees and agents, against any and all liability of whatever nature which may arise directly or indirectly by reason of the RESPONDENT's performance under any resultant agreement. The RESPONDENT agrees to protect the State from claims involving infringement of patents or copyrights.
- 5.7 **RESPONDENT LIABILITY:** The RESPONDENT will be liable for any associated costs of repairs for damage to buildings or other A&M System property caused by the negligence of the RESPONDENT's employees.
- 5.8 **SURVIVABILITY:** The Respondent's responsibilities under any resultant member specific agreement which impose an obligation after expiration or termination of the master agreement will survive unless otherwise stated within the member specific agreement.
- 5.9 **EARLY TERMINATION:** A&M System shall have the right to terminate any resultant agreement with the RESPONDENT without penalty after a (30) days written notice of termination to the RESPONDENT under the following circumstances:

1. **Default of RESPONDENT**

It shall be considered a default whenever the RESPONDENT shall:

- (a) Disregard or violate material provisions of any resultant agreement documents or A&M System instructions, or fail to execute the work according to the agreed upon schedule of completion and/or time of completion specified, including extensions thereof, or fail to reach agreed upon performance results.
- (b) Declare bankruptcy, become insolvent, or assign company assets for the benefit of creditors.

2. Convenience of A&M System

Termination of any resultant agreement is construed by A&M System to be in its best interest for serving the community and its students, faculty, and staff.

Note: Any contract cancellation notice shall not relieve the RESPONDENT of the obligation to deliver and/or perform prior to the effective date of cancellation.

5.10 RESPONDENT PAYMENT/BILLING TERMS: Payment of invoices will be made thirty (30) days after receipt of a correct invoice and approval by the applicable department within A&M System.

5.11 CIVIL RIGHTS REQUIREMENTS: All RESPONDENTS must comply with applicable civil rights laws.

5.12 NON-COLLUSION CLAUSE: The Non-Collusion Affidavit found in **APPENDIX B** must be executed as a part of the RESPONDENT's submittal.

5.13 ENTIRE AGREEMENT: Any resultant agreement, when fully executed, shall supersede any and all prior and existing agreements, either oral or in writing, and will contain all the covenants and agreements between the parties with respect to the subject matter of any resultant agreement. Any amendment or modification to any resultant agreement must be in writing and signed by the parties hereto.

5.14 SEVERABILITY: It is understood and agreed that if any part, term, or provision of any resultant agreement is by the courts held to be illegal or in conflict with any law of the State of Texas, the validity of the remaining portions or provisions shall be construed and enforced as if the resultant agreement did not contain the particular part, term, or provision held to be invalid.

5.15 MODIFICATION OF SERVICE: A&M System reserves the right to modify the services during the course of any resultant agreement. Any changes in pricing and rates proposed by the RESPONDENT resulting from such changes are subject to acceptance by A&M System.

In the event prices and rates cannot be negotiated to the satisfaction of both parties, the resultant agreement may be subject to competitive bidding based upon the new specifications.

5.16 PUBLICITY: RESPONDENTS must refrain from giving any reference to this project, whether in the form of press releases, brochures, photographic coverage, or verbal announcements, without specific written approval from A&M System.

Information provided to RESPONDENT by A&M System, including but not limited to information from the members, officers, agents, or employees of The Texas A&M University System or any of its members, and information provided to RESPONDENT by members of the public or any other third party shall belong to A&M System

5.17 INDEPENDENT CONTRACTOR: The successful RESPONDENT agrees that in all respects its relationship with A&M System will be that of an independent contractor, and that it will not act or represent that it is acting as an agent of A&M System or incur any obligation on the part of A&M System without written authority of A&M System. As an independent contractor, RESPONDENT will be solely responsible for determining the means and methods for performing the services described. RESPONDENT shall observe and abide by all applicable laws and regulations,

policies and procedures, including but not limited to, those of A&M System relative to conduct on its premises.

5.18 NOT ELIGIBLE FOR REHIRE: PROVIDER is responsible to ensure that employees participating in work for any A&M System member have not been designated by the A&M System as Not Eligible for Rehire as defined in System policy 32.02, Section 4. Non-conformance to this requirement may be grounds for termination of this Agreement.

5.19 PUBLIC INFORMATION ACT:

- (a) 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.
- (b) 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.
- (c) 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.
- (d) The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this agreement and the PROVIDER agrees that the agreement can be terminated if the PROVIDER knowingly or intentionally fails to comply with a requirement of that subchapter.

5.20 CONFIDENTIALITY: In accordance with the Texas Public Information Act, Submittals could be subject to public review after any resultant agreements have been executed. RESPONDENTs responding to this submittal are cautioned not to include any proprietary information as part of their submittal unless such proprietary information is carefully identified as such in writing, and A&M System accepts, in writing, the information as proprietary.

Information created, derived, or otherwise produced by RESPONDENT shall remain the exclusive property of RESPONDENT. RESPONDENT acknowledges any final report or papers will be provided in accordance with this Agreement, and that any information contained in any report or papers, which RESPONDENT believes is confidential under Texas law will be clearly designated as such by RESPONDENT. In the event A&M System receives a request for public information for any portion of any final report or papers that have been designated by RESPONDENT to be confidential, A&M System will provide notice to RESPONDENT and RESPONDENT may submit a brief to the Office of the Attorney General, as provided by Chapter 552, Texas Government Code.

5.21 OWNERSHIP OF DOCUMENTS: Upon completion or termination of any contract agreement, all documents prepared by the RESPONDENT for the benefit of A&M System shall become the property of A&M System. At A&M System's option, such documents will be delivered to A&M System Procurement Office. A&M System acknowledges that the documents are prepared only for the contracted services specified. Prior to completion of the contracted services, A&M System shall have a recognized proprietary interest in the work product of the RESPONDENT.

5.22 SUBCONTRACTING: No subcontract or third party personnel will be permitted to perform services described herein, without the written consent of A&M System. Upon written request, the RESPONDENT shall provide copies of all applicable licenses and other written approvals, which may be held by its subcontractors in order to perform the services described herein.

The RESPONDENT shall be fully responsible for all work performed under any contract resulting from this RFP. The RESPONDENT shall describe who will be, if any, subcontractor(s) for any resultant agreement. No subcontract, which the RESPONDENT entered into with respect to performance under any resultant agreement, shall in any way relieve the RESPONDENT of any responsibility for the performance of its duties under the terms of any resultant agreement. The RESPONDENT shall notify the agency in writing of any changes in subcontracting.

- 5.23 **CONFLICT OF INTEREST.** By executing this Agreement, RESPONDENT and each person signing on behalf of RESPONDENT certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, that to the best of their knowledge and belief, no member of The A&M System or The A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by The A&M System, has direct or indirect financial interest in the award of this Agreement, or in the services to which this Agreement relates, or in any of the profits, real or potential, thereof.
- 5.24 **PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL.** To the extent that Texas Government Code, Chapter 2271 applies 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.
- 5.25 **CERTIFICATION REGARDING BUSINESS WITH CERTAIN COUNTRIES AND ORGANIZATIONS.** Pursuant to Subchapter F, Chapter 2252, Texas Government Code, PROVIDER certifies it is not engaged in business with Iran, Sudan, or a foreign terrorist organization. PROVIDER acknowledges this Purchase Order may be terminated if this certification is or becomes inaccurate.
- 5.26 **PROHIBITION ON CONTRACTS RELATED TO PERSONS INVOLVED IN HUMAN TRAFFICKING.** Under Section 2155.0061, Government Code, the vendor certifies that the individual or business entity named in any resultant agreement 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.
- 5.27 **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.
- 5.28 **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.

Coverage**Limit****1. Worker's Compensation**

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. **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 insured's.

5. 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.

- 5.29 DISPUTE RESOLUTION: The resolution process provided in Chapter 2260, *Texas Government Code*, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by A&M System and RESPONDENT to attempt to resolve any claim for breach of contract made by RESPONDENT that cannot be resolved in the ordinary course of business. RESPONDENT shall submit written notice of a claim of breach of contract under this Chapter to the Deputy Chancellor and Chief Financial Officer for A&M System, who shall examine RESPONDENT's claim and any counterclaim and negotiate with RESPONDENT in an effort to resolve the claim.
- 5.30 VENUE: Pursuant to Section 85.18, *Texas Education Code*, venue for any suit filed against A&M System shall be in the county in which the primary office of the chief executive officer of A&M System is located.
- 5.31 STATE AUDITOR'S OFFICE: RESPONDENT 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*. RESPONDENT agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested. RESPONDENT will include this provision in all contracts with permitted subcontractors.
- 5.32 RESPONDENT shall neither assign its rights nor delegate its duties under this Agreement without the prior written consent of A&M System.
- 5.33 RESPONDENT hereby assigns to purchaser, 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).
- 5.34 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.
- 5.35 WARRANTIES: In addition to all warranties established by law, RESPONDENT hereby warrants and agrees that:
- All goods and services covered by the agreement shall conform to the specifications or other descriptions set forth in the agreement or otherwise furnished or adopted by A&M System, and shall be merchantable fit for the purpose intended, of best quality and workmanship, and free from all defects. A&M System shall have the right of inspection and approval, and may, at RESPONDENT's expense, reject and return nonconforming goods or require re-performance of services which are not in compliance with the requirements of the agreement. Defects shall not be deemed waived by A&M System's failure to notify RESPONDENT upon receipt of goods or completion of services, or by payment of invoice.
- All goods and/or services provided under the agreement shall meet or exceed the Safety Standards established and promulgated under the Federal Occupational Safety and Health Administration (Public Law 91-596) and its regulations effect or proposed as of the date of the agreement.
- All goods delivered pursuant to the agreement shall conform to standards established for such goods in accordance

with any applicable federal, state or local laws and regulations, unless otherwise indicated in the agreement.

- 5.36 ACCEPTANCE OF SERVICES: All services performed under this agreement shall be to the satisfaction of each agency and in accordance with the specifications, terms, and conditions of the agreement. A&M System reserves the right to review the services performed and to determine the quality and acceptability of such services.
- 5.37 SALES AND USE TAX: A&M System, as an agency of the State of Texas, qualifies for exemption from State and Local Sales and Use Taxes pursuant to the provisions of the Texas Limited Sales, Excise, and Use Tax Act. The RESPONDENT may claim exemption from payment of applicable State taxes by complying with such procedures as may be prescribed by the State Comptroller of Public Accounts.
- 5.38 NON-WAIVER OF DEFAULTS: Any failure of the Agencies at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of this agreement shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of the Agencies at any time to avail itself of same.
- 5.39 TECHNOLOGY ACCESS CLAUSE: The RESPONDENT expressly acknowledges that state funds may not be expended in connection with the purchase of an automated information system unless that system meets certain statutory requirements relating to accessibility by persons with visual impairments. Accordingly the RESPONDENT represents and warrants to The Texas A&M University System that the technology provided to The Texas A&M University System for purchase is capable, either by virtue of features included within the technology or because it is readily adaptable by use with other technology, of: (1) providing visual and non-visual means; (2) presenting information, including prompts used for interactive communications, in formats intended for non-visual use; and (3) being integrated into networks for obtaining, retrieving and disseminating information used by individuals who are not blind or visually impaired for purposes of the paragraph, the phrase "equivalent access" means a substantially similar ability to communicate with or make use of the technology either directly by features incorporated within the technology or by A&M System Office for HUB and Procurement Programs has recently established.

EXHIBIT A
EXECUTION OF OFFER

RFP01 MKTG-20-086
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 qualifications may result in rejection of the qualifications.

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 contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract 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.
- (xiii) the requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this bid and resultant agreement and the PROVIDER agrees that the resultant agreement can be terminated if the PROVIDER knowingly or intentionally fails to comply with a requirement of that subchapter.

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 below 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 any resultant agreement 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 _____

Subscribed and sworn to before me this

_____ day of _____, 2020.

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

_____. My commission expires: _____

THE EXECUTION OF OFFER AND NON-COLLUSION AFFIDAVIT MUST BE COMPLETED, SIGNED, AND RETURNED WITH RESPONDENT'S SUBMISSION. FAILURE TO SIGN AND RETURN THESE DOCUMENTS WILL RESULT IN THE REJECTION OF YOUR SUBMISSION.

EXHIBIT C
HSP Letter of Transmittal

(SUBMIT ON YOUR BUSINESS LETTERHEAD)

The Texas A&M University System
Moore/Connally Building
301 Tarrow, Suite 273
College Station, Texas 77840
Attn: Jeff Zimmermann

Subject: HSP Letter of Transmittal

Dear Mr. Zimmermann:

I am pleased to forward this HUB Subcontracting Plan as an integral part of our written response submitted in connection with your solicitation #_____.

This letter shall attest that (company name) has read and understands The Texas A&M University System's Policy on Utilization of Historically Underutilized Businesses (HUBs) as stated within the solicitation. (Company name) also understands the HUB participation goal for this solicitation is 10% and if subcontracting will make a full good faith effort to obtain that goal. For any questions regarding this HUB Subcontracting Plan, my contact information is below.

Sincerely,

(Signature)

(Printed Name)

(Printed Title)

(Email)

(Phone)