



Eastern Kentucky University  
Purchases & Stores- Commonwealth 14th Floor #1411  
521 Lancaster Avenue  
Richmond, KY 40475  
**REQUEST FOR PROPOSAL**

RFP No.

1. REQUEST DATE: <input type="text" value="06/16/17"/>	2. REQUESTING DEPARTMENT: <input type="text" value="EKU Purchases and Stores"/>	
3. SERVICE: This Request for Proposal contemplates the selection of a bid management software/system to aid EKU's Department of Purchasing and Stores in bid management and tracking services.		
4. DUE DATE: <input type="text" value="06/23/17"/>	5. TIME: <input type="text" value="2:00 PM (ET)"/>	6. TELEPHONE: <input type="text" value="859-622-2246"/>

Proposals should include a project plan, background information, references and associated costs. Complete and return the attached Vendor Tax Form along with your proposal. Proposals should be sent to the following:

**7. Mail Proposals to above address**

**The bottom portion of this form is to be completed by the vendor.**  
Equal Employment Opportunity-All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

**TOBACCO-FREE CAMPUS POLICY**

The Offeror, by signing and submitting a Proposal, agrees to comply with the University's Tobacco-Free Campus Policy.  
See: [http://policies.eku.edu/sites/policies.eku.edu/files/policies/tobacco-free\\_policy\\_bor\\_41414.pdf](http://policies.eku.edu/sites/policies.eku.edu/files/policies/tobacco-free_policy_bor_41414.pdf)

**SUSTAINABILITY POLICY**

The University is committed to reducing the adverse environmental impact of its purchasing decisions; it is committed to buying goods and services from contractors who share its environmental concern and commitment. The University encourages bidders to include in their responses economical and environmentally friendly products and service options that serve to minimize waste, reduce excess packing, recycle, reduce, reuse, prevent pollution, and/or offer resource efficiency. It's the University's goal to maximize environmental responsibility on its campuses.

**STATEMENT OF NON- COLLUSION AND NON-CONFLICT OF INTEREST**

I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

1. That attached Submitted Proposal has been without collusion with, and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Submitted Proposal designed to limit independent competition.
2. That the proposer is legally entitled to enter into the contract with Eastern Kentucky University, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 34A.990 and 164.821 (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

**NONAFFILIATED THIRD PARTY CONTRACT REQUIREMENTS**

**Contract Requirements**

For any agreements executed, or amended, on or after January 1, 2015, when ECU contracts with a Nonaffiliated Third Party and discloses Personal Information to the nonaffiliated third party, ECU shall require, as part of that agreement, that the Nonaffiliated Third Party implement, maintain, and update security and breach investigation procedures pursuant to Kentucky’s Personal Information Security and Breach Investigation Practices Act, KRS 61.931 – 61.934.

These agreements will be reviewed for approval by ECU's IT Security Analyst or designee for compliance to this Regulation.

Additional information regarding Nonaffiliated Third Party Contract Requirements can be found at: [http://policies.eku.edu/sites/policies.eku.edu/files/policies/regulation\\_11.2.3\\_information\\_security\\_incident\\_response\\_interim\\_12.16.2014.pdf](http://policies.eku.edu/sites/policies.eku.edu/files/policies/regulation_11.2.3_information_security_incident_response_interim_12.16.2014.pdf)

Any Proposal containing terms and conditions not in conformity with the statutes of the Commonwealth of Kentucky may be rejected.

In submitting this proposal, it is expressly agreed that upon proper acceptance by Eastern Kentucky University, of any or all items bid, a Vendor Agreement (sample attached) shall thereby be created with respect to the service accepted. ***PSC funding is contingent upon Government Legislative Review Committee approval.***

SIGNED BY: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

## **SPECIFICATIONS:**

### **1. Scope of Services:**

This Request for Proposal (RFP) is issued to solicit sealed proposals from qualified, experienced, financially sound, and responsible companies to establish a contract through competitive negotiations for a software solution for bid management and bid tracking for ECU's Division of Purchases and Stores and ECU's Capital Construction and Project Administration.

### **2. Informational Background:**

Eastern Kentucky University is a comprehensive university serving approximately 16,000 students at the main Richmond, Kentucky campus, educational centers in Corbin, Danville, Lancaster and Manchester, and other sites in Kentucky. Michael T. Benson serves as the 13th President of the University. President Benson strongly believes the essential ingredients to the current and future success of our University is focusing on the 3Ps: People, Places, and Programs. Additional information about Eastern Kentucky University is available at [www.eku.edu](http://www.eku.edu).

### **Scope of Work:**

- Provide a product which will meet the needs of both the Division of Purchases and Stores as well as the Capital Construction and Project Administration team as described below:

- Allow for the development of a custom plan room to post RFPs and Bids. Plan room must be customizable and allow for University logo placements.
- Provide tracking and reporting of all downloading project plans or specifications organized by vendor. Requiring vendors to register within the software itself to download project plans and drawings is allowed, but the registration system must be straight forward and easy to understand.
- Provide a communication tool where ECU could communicate with all vendors who downloaded a project's plans/specifications for updates and/or the release of addendum(s).
- Provide report options to view vendors by commodity or service provided.
- Provide all professional development necessary to ensure an on-time and successful "Go Live" implementation.
- Provide post implementation support that will ensure continued successful operation and use of the system.

### **Optional Services:**

- Provide the capability through expansion of the system at a later date to allow the gathering, processing, and reporting of sealed bids.
- System may need to include the capabilities of providing project management and change order management at a later date.

### **3. Method of Award:**

A selection committee, made up of representatives of Eastern Kentucky University, will determine the appropriate contractor based on their ability to meet the requirements of the proposal. The criteria will be based on the following:

- Offeror Qualifications
- Program Plan – Services Defined
- References and Past Experience
- Financial Proposal
- Optional Services

4. **Contract Period:**

The Contract resulting from this RFP and the Successful Offeror's Proposal shall have an initial term of two (2) years. It is the intent of the University to renew this contract on an annual basis for up to two (2) consecutive two (2)-year renewal periods. Annual renewal will be contingent upon the University's satisfaction with the services performed, the need for services and the overall performance of the Contractor.

The University reserves the right to renegotiate any term and/or condition as may be necessary to meet requirements for any renewal period. The Successful Offeror will be advised of any proposed revisions prior to the renewal period.

5. **References and Past Experience:**

Offeror shall supply the names, addresses, telephone numbers and complete contact information of at least three (3) references for which work has been accomplished within the last five (5) years. Include a complete description of the types of services provided. References should be relevant with regard to the scope of services outlined in this RFP. By submitting a Proposal, the Offeror grants permission to the University to contact references.

6. **Proposal Submission and Deadline**

Offeror must provide one (1) original and one (5) printed copies, and one (1) electronic copy saved on a flash drive of each proposal. The Proposal and copies must be delivered under sealed cover prior to June 23, 2017, 2:00 PM (ET).

Deliver to:

Dwightel Ivey  
Division of Purchases & Stores  
Eastern Kentucky University  
Commonwealth 14th Floor #1411  
521 Lancaster Avenue  
Richmond, KY 40475

Proposals shall be enclosed in sealed envelope(s) and must clearly show the closing date and time specified, the Solicitation number, and the name and address of the Offeror on the face of the envelope(s). Please indicate which envelope contains the original Proposal.

***Note: Proposals received after the closing date and time will not be considered.***

***Note: In accordance with Kentucky Revised Statute 45A.085 and 200 KAR 5, there will be no public opening of Proposals. All Proposals will be kept confidential until such time that a contract is awarded. After a contract is awarded, all Proposals will become public record, as described***

TAXPAYER IDENTIFICATION NUMBER REQUEST

Eastern Kentucky University requires a Federal Tax Identification number or Social Security number for all vendors or persons doing business with the University in order to comply with Federal Regulations and tax reporting requirements. Completion of this vendor form does not guarantee receipt of competitive bid solicitations. If you are interested in obtaining University solicitations, please visit <http://purchasing.eku.edu/bids-and-quotes> IF SENDING A W-9, PLEASE RETURN THIS FORM ALSO.

For your convenience, you may return the information one of the following ways:

**Mail:**  
**Purchasing Division**  
**Eastern Kentucky University**  
**Commonwealth 1411**  
**521 Lancaster Avenue**  
**Richmond, Kentucky 40475**

**Phone # (859)622-2246**

Please type or print legibly

VENDOR INFORMATION

Name of Firm * (Company or Individual)	Phone Number *	Make Checks Payable To *
Address *	Fax Number *	Payment Address *
Address	Web Site Address or E-mail	Payment Address
Address	Vendor Representative	Name on Invoice *
City *                      State *                      Zip*	Federal Tax ID Number *	Social Security Number *
Willing to accept ACH payments *    Yes <input type="checkbox"/> No <input type="checkbox"/> Bank Name & Routing # _____ Bank Account # _____	Willing to accept credit card payments* Yes <input type="checkbox"/> No <input type="checkbox"/>	Payment Terms *

**\*REGISTRATION**

Any foreign corporation (outside the State of Kentucky) must obtain a certificate of authority from the Secretary of State as is required by KRS 271B.15-010  
 Certificate #: \_\_\_\_\_ (<http://www.sos.ky.gov/business/> )

- Claimed exemption: \_\_\_\_\_

Any "person" (business or individual) making retail sales in the state are to be registered to collect Kentucky sales and use tax. If the foreign individual (or business) is making retail sales they should be registered for Kentucky sales and use tax purposes by completing a Tax Registration Application (form 10A100), available at the link below. If they are under contract to perform services that do not include the sale of tangible personal property or digital property, or do not perform services subject to tax per KRS 139.200 (such as admissions, provision of telecommunication services, sewer services, and so on), then they are not required to register per .KRS 14A.9-010-14A.9-090

**CERTIFICATION** Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) **and**
2. I am not subject to backup withholding because:(a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U. S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholdings because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct Taxpayer Identification Number.

Signature of U.S. Person \_\_\_\_\_ Date \_\_\_\_\_

Federal Debarment Status

By checking the box above, you certify that your company and its principals have not been disbarred, suspended, proposed for debarment, declared ineligible, are not in the process of being disbarred or are voluntarily excluded from doing business with a federal department or agency of the federal government.

Type of Ownership (Check Appropriate Box(es)) * <input type="checkbox"/> (01) Individual/Sole Proprietorship <input type="checkbox"/> (05) Non-Resident Alien <input type="checkbox"/> (02) Partnership <input type="checkbox"/> (06) Exempt from backup withholding <input type="checkbox"/> (03) Corporation-Incorporated in (State) _____ <input type="checkbox"/> Other: _____ <input type="checkbox"/> (04) Non-profit/Education		Business Classification (Check Appropriate Box(es)) * <input type="checkbox"/> (SM) Small Business <input type="checkbox"/> (SD) Small Disadvantaged Business <input type="checkbox"/> (LG) Large Business <input type="checkbox"/> (GA) Government Agency <input type="checkbox"/> (CT) In County <input type="checkbox"/> (NP) Non-Profit <input type="checkbox"/> (MN) Minority Owned <input type="checkbox"/> (AL) Alumni Owned <input type="checkbox"/> (WO) Women Owned <input type="checkbox"/> (HZ) Hub Zone Small Business <input type="checkbox"/> Other (Specify) _____	
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**\*Required Fields**

Business Classification Reference Links: [www.ccr.gov/sizestandard.asp](http://www.ccr.gov/sizestandard.asp), <https://eweb1.sba.gov/hubzone/internet/general/whoware.cfm>, and <http://app1.sba.gov/faqs/faqindex.cfm?areaID=11>

Printed Name of Authorizing Official: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_