



Request for Proposal
Conference Management System-RFP-101711-ver3

Key RFP Dates:

RFP Issued: October 21, 2011

Bidder Questions: October 21 – October 28, 2011

Submit Proposal By: November 11, 2011

Introduction

The Society for Neuroscience (SfN) is a nonprofit membership organization of scientists and physicians who study the brain and nervous system. Since its inception in 1969, the Society has grown from 500 members to over 41,000. Today, SfN is the world's largest organization of scientists and physicians devoted to advancing understanding of the brain and nervous system.

The Society for Neuroscience Annual Meeting is the premier venue for neuroscientists from around the world to debut cutting-edge research. Since 1971, the meeting has offered attendees the opportunity to learn about the latest breakthroughs and network with colleagues at top destinations throughout North America.

The annual meeting is a city-wide, multiple-venue convention held in the Fall each year (typically November). The meeting hosts approximately 31,000 attendees; well over 1000 sessions, meetings, and events; and involves approximately 80 SfN staffers.

SfN currently works with Convention Data Services (CDS) for conference registration and Oasis/Coe-Truman for their abstract management and online scheduler, and Expocad to manage their exhibition products.

SfN is currently seeking proposals from qualified vendors for a replacement for their current conference management software, Conference Plus. The anticipated timeframe to begin implementation for this system is December, 2011, with completion no later than April 1, 2012. Your company has been selected as a prospective vendor because you offer a product that may fit SfN's needs.

Key Dates

ACTIVITY	DATE
RFP Release Date	October 21, 2011
Vendor Registration	October 21 – October 28, 2011
Vendor to Submit Questions / RFP Clarifications	October 21 – October 28, 2011
RFP Response Deadline	November 11, 2011
Oral Presentation	November 28-December 2, 2011
Contract Award Notification	December 9, 2011
Contract Negotiation / Finalization	December 9 - December 23, 2011
Desired Project Completion	April 1, 2012

System Objective

The following are the overall objectives for the new conference management system (CMS):

- Maintain current system functionality and enhance functionality to accurately and easily manage the scheduling and logistical details of and create the meeting resume for the SfN Annual Meeting.
 - Provide for effective and efficient automated information retrieval, reporting and analysis related to all meeting events and activities.
 - Produce necessary, high-quality reports for venues, hotels, and vendors to ensure a successful meeting.
 - Provide remote access to system and the ability to view system information via web and mobile devices. Ability to create and track staff schedules and work assignments during the meeting. Ability to export and print individual schedules and schedules by room and venue.
 - Ability to import data from abstract management system (or another system such as the AMS) to populate session names, room assignments, date and time.
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User Specifications

OVERVIEW

SfN begins planning logistics for the upcoming annual meeting about 6-7 months prior to the meeting. Setup information, including venue, room inventory (the rooms and areas the organization has contractual access to by day and time), vendor and other information is entered into the CMS system at this time. Because SfN uses the same facilities, venues, and vendors on a rotating basis, they would prefer to be able to import this information from their current system into a new system to avoid rekeying. Since many staffers utilize different parts of this system, the ability to set up and define levels of user access is important.

SfN would also like the capability of copying/cloning a previous years' event and creating a new one, then being able to just adjust and change rather than starting from scratch. They would also like to have the ability to be able to have both a previous years' meeting open alongside the current years' meeting so information can be easily referenced between the two without the system getting confused and forcing the user to log in and out of the system multiple times.

After the SfN Call for Abstracts and review/sessioning has concluded (approximately 5 months before the conference), information from that system is transferred into the CMS including title, day, time, room and venue. The system must have the ability to have information from the abstract management system e transferred via electronic import – currently information is rekeyed manually). Ideally, the two systems will be able to be linked for live updates and information-sharing, or a periodic refresh at a minimum. This information forms the bulk of the events that are tracked in the CMS system.

Once this information has been imported/entered into the system, additional events, offices, and other logistical information is added. For each session or event, the following information is required: title of event, AV, electrical, internet, phone, room set, food and beverage, venue, room, day, date, start time, end time, setup time, ready-by time, staff contact (not onsite staff assigned to manage event, but pre-meeting contact), cost-center, and a general notes field. In the current system, much of the specific logistical information is entered into the notes field – but the new system would preferably include the ability to create drop-boxes for categories such as AV, Telecommunications, Electrical, F&B, etc. so that basic information could be pre-populated and be selected rather than rekeyed each time and offer more structured reporting.

Because often rooms are scheduled for the same function for multiple days (offices for example) requiring the same setup, SfN would like the ability to have a check-box to be able to select “same as previous set” for AV, Room Setup, Telecommunications, Internet, F&B etc. so that the vendors and facilities will know that the set does not change from the previous time period. If an event spans multiple days, a resume sheet/page must be generated for each day.

A floorplan or diagram for each room is also produced by the conference decorator or AV company (typically in pdf format) – SfN would prefer the ability to import these external documents into the system and “attach” them to an event so that when the resume prints out or is downloaded, these floorplans and diagrams are automatically included with the resume information in the proper order.

As each event is being scheduled, the system should warn of scheduling conflicts, including consideration of setup times. Override should be allowed after an “are you sure” warning. It is imperative that the system does not allow for double booking of rooms.

As SfN staff is using the system, viewability of the information within the system is very important. A variety of views are necessary including agenda (list of events by day), space diary (list of events by room, then day/time), and calendar view. All views must be able to be flexible and changeable to allow views by all venues, as well as limited by specific venues, rooms, vendor, or other demographic. Titles must hyperlink back to the event “home” so that logistical information can be changed in one step.

Changing the scheduling information for an event must be very easy – and room swaps should be managed in as few steps as possible. If possible, scheduling reassignments from the calendar view (i.e. drag and drop) would be greatly desired. Audit information (who made the last change to the event) should also be trackable.

About 6 weeks prior to the meeting, SfN disseminates the resume to the venues, hotels, and vendors involved with the meeting. The information in each set of specifications is customized for the needs of venue. SfN posts these specs on a website that they, and the vendors, can access on demand. Currently, this is a manual process – SfN would prefer that this webpage be able to be generated automatically by the system at a given time.

Once the resume has been generated, the tracking of changes to any of the specifications for the meeting is critical. SfN does not re-disseminate the complete resume, but does send out updates every few weeks. These updates include ONLY the events where a change has occurred, and the change is highlighted to that it is easy to identify exactly what information has changed from the previous version. The ability to track this information and export only that information is critical.

Additional information including resume “front matter” and specifications from vendors not tracked in this system would ideally be able to be imported into or somehow attached within the system and printed out with the meeting resume.

Lastly, SfN desired a way to automatically download the resume information, including all of the individual vendor specifications, to a mobile application or iPad for staff use onsite. Capability of making on-the-fly changes would be preferable.

Additionally, the meeting team is charged with managing and tracking the staff work assignments during the meeting. Currently, each staffer sends an excel sheet or word document with their required meeting schedule to one person, who collates the schedules and enters them

manually into the system. Once the required schedule has been entered, the meeting staff schedules tasks for each person (managing offices, etc.) based on their availability.

SfN would prefer that this system have the capability of importing a master staff list, and the allowing staff to input their own schedules through a given date. Once that date has passed, only meetings staff would be able to add or adjust work assignments. The system should check for conflicts and allow overrides, and have the ability to export the information so that individual schedules and overall rosters can be generated. The ability to assign a “home base” for a staff person by day or range of times is also desired (i.e. someone is supposed to staff the exhibits office, but may also have to staff the occasional session – this would allow easy scheduling during downtimes). The system should be able to copy the schedule from a previous year if desired, and if someone leaves SfN and is removed from the master staff list, their information should remain in the past years’ meeting unchanged. In addition it would be desirable for staff to have access to their own schedule and others for reference.

Also desired is the ability to output individual schedules to Outlook and be able to access via mobile or web for onsite use.

SfN Meeting Services has a staff of 10, the majority of which will be involved in some way in entering and accessing information in this Conference management system.

FUNCTIONAL REQUIREMENTS

System Setup

- Ability to add/create new/assign:
- logistical details to each event using pre-populated drop down or check boxes
- Vendors
- Venues
- Rooms
- Room inventory (ability to define when rooms are available to group per contract)
- Start and End Times; setup times; ready- by time
- Date
- Event title
- Type of event
- Room setup (including option for standard set – by checking will list details of the standard set on the spec sheets if desired)
- F&B options
- AV options (including option for a standard set)
- Phone options
- Electrical options
- Internet options
- Cost-center information
- Notes field
- SfN contact name and contact information
- Checkbox in room setup that you can check and it automatically puts in the same setup information as the previous session (i.e. “as set”)
- Ability to set up “rooms inventory” of available venue and hotel room space so that scheduling of events can only take place when room is available to the group per contract
- Ability to link system to Oasis abstract management system to import information or periodically update/refresh information directly from Oasis.

Room Assignments / Conflict Checking

- Ability to enter titles/day/time/location of events
- Ability to import session information from abstract management system (Oasis/Coe Truman) or AMS (Personify) including all logistical information (title, room, day, time etc.)
- Ability for system to warn user of possible double-booking of rooms when scheduling events including setup and ready-by times
- Ability for system to do an automatic conflict-check when updating an already-assigned event.
- Ability to “swap” events in one step (current system – when you have to swap sessions, you have to move one into a “dummy” room then shuffle the sessions in and out of the dummy room so you can schedule them using the same rooms)
- Ability to select multiple rooms for the same event
- Ability to combine rooms for scheduling of one session

Schedule and Logistic Changes

- Ability for system to highlight and manage changes to the schedule and logistics once the resume has been downloaded
- Capability to track changes by multiple variables (hotel, day, type of service etc.)
- Ability to export just changes/updates by any variable (i.e. just send AV changes for a particular hotel for a particular time period or since resume download).
- Ability to highlight changes after resume download in subsequent version of the resume (way to differentiate changes made at different times would be ideal)

Staff Tracking/Scheduling

- Automated way to load-in staff names
- Ability to schedule staff during the meeting; check for scheduling conflicts; and ability to override conflicts if necessary
- Ability for staff to schedule themselves up to a certain point, then block off access for scheduling and changes other than for the planner
- Ability to view individual schedules including venue, room, day, times, and selected other details
- Ability to have a table view so planner can see holes in staff schedules and fill as needed or a function for searching for a given time and seeing all staff that are available during that timeframe
- Ability for any changes to master staff list to be carried over from year-to-year (i.e. when a staffer leaves and is removed from the master staff list, their information does not disappear from previous years' schedules)
- Ability to assign a “home base” for a staff person by day or range of times
- View and export overall schedule
- Output individual schedules to Outlook
- Click on name in system and pull up entire schedule for that person and allow user to make changes up until specified cut off time and then only an administrator is able to make staff schedule changes

System Views

- In a grid or calendar view, be able to see all venues at once, or limit to one particular hotel or venue

- In a grid or calendar view, be able to click on a room name and download/view schedule for just that particular room.
- Drag and drop scheduling from calendar view
- Click event title (from any view) to update any specs related to that event
- In agenda view, be able to define which rooms you want to display (everything, one venue, or one or a set of rooms)
- In schedule at a glance view, be able to see all rooms even if multiple locations.

Reporting/Exports

- Ability to view and output information and spec sheets by any combination of the following variables:
 - o Day
 - o Time (start, set-up, or ready-by)
 - o Room
 - o Hotel
 - o Venue
 - o Vendor
 - o SfN contact
 - o Type of service (AV/Electrical etc.)
 - o Any other desired variable in system
- Ability to export information into multiple formats (xls, doc, pdf, xml etc.)
- Nice to have way to export reports and automatically load to web page that vendors can access to view their latest specs/changes (right now they are creating manually)
- Ability to customize resume sheet format
- Print or export setup schedules and tear down schedules

Search Functionality

- Sessions within system should be searchable by any variable including event title, keyword, contact person, room number etc.

General Miscellaneous Functionality

- Ability to import information currently housed in Conference Plus to include previous venues, hotels, rooms, and vendors
- Ability to copy events from a previous year, rename basic information, and flag information that has not been updated; ability to have multiple events open at once (i.e. last years' event needs to be able to be open at the same time as this years' event without the system getting confused).
- Ability to have a checkbox for the room set to denote "standard room and AV set" (and the standard set should be able to be defined somewhere in the system)
- Ability to have a way to import floorplan diagrams into the system and "attach" them to a room and/or event so when the resume is printed out or downloaded or viewed, the floorplans are also available.
- Allow user to re-order the floorplans or move/connect to another room
- Ability to have multiple events open at once (i.e. last years' event needs to be able to be open at the same time as this years' event without system getting confused, or user having to log in and out of system multiple times)
- Ability to give different staff different levels of access to the system based on job function/roles.
- Mobile/web access in real time; auto upload to iPad
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Registration

All Bidders that will submit an offer in response to this RFP are required to register with SfN. To register, the bidder must send an e-mail containing a point of contact, statement of intent to file a proposal, and the bidder's e-mail address to ptroxell@sfn.org by 5 pm EDT September October 28, 2011.

Supplier Questions

Questions may be e-mailed to ptroxell@sfn.org until 12:00 PM EDT on October 28, 2011. Written questions should be directly tied to the RFP by the writer. Questions should be asked in constructive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page and section number to which it relates.

NOTE: Registered bidders are NOT to contact any SfN associate directly without first clearing it with the Procurement Manager. You can contact the Procurement Manager at 202-962-4028. Anyone caught violating this rule risks being eliminated from the RFP process.

Proposal Preparation and Submission Instructions

Interested parties are to provide the Society with a thorough proposal using the following guidelines:

General

Proposal should be as brief as possible. Proposal should be straightforward and concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected.

The bidder must follow instructions in this RFP when preparing and submitting its proposal. The bidder is advised to read thoroughly and to follow all instructions. The information required to be submitted in response to this RFP has been determined to be essential in the bid evaluation and contract award process.

Each bidder is given wide latitude in the degree of detail it elects to offer of the extent to which plans, designs systems, processes and procedures are relevant. Each bidder is cautioned, however, that insufficient detail may result in a determination that the bid proposal is materially non-responsive.

- **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

- **Number of Proposal Copies**

Please submit one electronic copy of your proposal to: ptroxell@sfn.org

- **Joint Venture**

If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture should be submitted with the venture's proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal.

Management Overview

The bidder shall set forth its overall technical approach and plans to meet the requirements of the RFP in a narrative format. The narrative should convince SfN that the bidder understands the objectives that the contract is intended to meet, the nature of the required work and the level of effort necessary to successfully complete the contract. The narrative should convince SfN that the bidder's general approach and plans to undertake and complete the contract are appropriate to the task and subtasks involved.

Mere reiterations of the RFP tasks and subtasks are strongly discouraged as they do not provide insight into the bidder's ability to complete the contract. The bidder's response to this section should be designed to convince SfN that the bidder's detailed plan and approach proposed to complete the Scope of Work are realistic, attainable and appropriate and that the bidder's proposal will lead to successful contract completion.

Contract Management

The bidder should describe its specific plans to manage, control and supervise the contract to ensure satisfactory contract completion according to the required schedule. The plan should include the bidder's approach to communicate with SfN, including, but not limited to, status meetings, status reports, etc.

Contract Schedule

The bidder should include a contract schedule. If key dates are a part of the RFP, the bidder's schedule should incorporate such key dates and should identify the completion date for each task and sub-task required. Such schedule should also identify the associated deliverable item(s) to be submitted as evidence of completion of the task and/or subtask.

The bidder should identify the contract scheduling and control methodology to be used and should provide the rationale for choosing such methodology.

Implementation Plan

Submit a work plan to accomplish the scope as defined in this RFP. The work plan must include identification of and time estimates for each significant segment of the work, and the staff level to be assigned. Planned use of specialists or sub contractors must be specified. The work plan should address the following information on the audit approach:

Potential Problems

The bidder should set forth a summary of any and all problems that the bidder anticipates during the term of the contract. For each problem identified, the bidder should provide its proposed solution.

Location

The bidder should include the location of the bidder's office that will be responsible for managing the contract. The bidder should include the telephone number and name of the individual to contact.

Experience of Bidder on Contracts of Similar Size and Scope

The bidder should provide a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the bidder's ability to successfully complete the services required by this RFP. Emphasis should be placed on contracts that are similar in size and scope to those required by this RFP. A description of all such contracts should include and should show how such contract relates to the ability of the firm to complete the services required by this RFP. For each contract, bidder should provide the name and telephone number of a

contact person for the other contracted party. Beginning and ending dates should also be given for each contract.

Project Organization and Staffing

Describe your approach and methods for managing the operation as well as the completion of this project. Identify the project director and/or manager and the person(s) who will be the key contact(s) with the Society during this project. Include resume for project director and key contact(s), along with the following information:

- Company ownership
- Location of the company offices.
- Number of employees both locally and nationally
- Location(s) from which employees will be assigned.
- Name, address, and telephone number of the Bidder's point of contact for a contract resulting from this RFP.
- Company background/history and why Bidder is qualified to provide the services described in this RFP.
- Length of time Bidder has been providing services described in this RFP.
- Bidder's Dun and Bradstreet number and/or financial statement.
- Please provide a list of contracted housing programs that will be open July through November – Also provide the date housing opens for each group.

Bidder must include in the proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Bidder or in which the Bidder has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. SfN encourages the formation of teams or working groups that pool specialized expertise throughout project development, and reserve the right to encourage bidders to form teams after initial proposal review, if appropriate.

The Society reserves the right to reject any proposal based upon the Bidder's prior history with the Society or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

References

At least five (5) references for projects of similar scope should be included. For each reference, indicate the reference's name, organization affiliation, title, complete mailing address, and telephone number. The Society reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- a) Meeting Dates
- b) Meeting Facilities and Location
- c) Number of Attendees
- d) % Breakdown by Method Used to Make Hotel Reservations

Other Information

Include any other information you consider to be relevant to the proposal.

It is the intention of the Society for Neuroscience to award a contract to the firm who furnishes satisfactory evidence that the firm has the requisite experience, ability, sufficient capital, facilities, and plant to enable the firm to execute the work successfully and properly, and to complete it within the specified schedule in the contract.

Proposal Evaluation and Contract Award

Proposal Evaluation Committee

Proposals may be evaluated by an Evaluation Committee comprised of members of affected departments together with members from procurement. On occasion, the Evaluation Committee may choose to make use of the expertise of an outside consultant in an advisory role.

Oral Presentation and/or Clarification of Bids

A bidder may be required to give an oral presentation to the Evaluation Committee concerning its bid proposal. The Evaluation Committee may also require a bidder to submit written responses to questions regarding its bid. The Evaluation Committee may make a final decision without any oral presentations.

The purpose of such communication with bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify or elaborate on its bid. The original bid, as submitted, however, cannot be supplemented, changed, or corrected in any way during the evaluation period. **No comments regarding other bids are permitted.** Bidders may not attend presentations made by their competitors.

It is within the Evaluation Committee's discretion whether to require a bidder to give an oral presentation or require a bidder to submit written responses to questions regarding its bid. Action by the Evaluation Committee in this regard should not be construed to imply acceptance or rejection of a bid. The Procurement Manager is the sole point of contact regarding any requests for an oral presentation or written clarification.

Evaluation Criteria

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate the bid proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

The bidder's detailed approach and plans to perform the services required by the Scope of Services section of the RFP.

The bidder's documented experience in successfully completing contracts of similar size and scope of those required by this RFP.

The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract.

The bidder's cost proposal.

The Procurement Manager may obtain any information determined to be appropriate regarding the ability of the bidder to supply and/or render the services required by the RFP.

The Evaluation Committee may consider such other factors that, in the opinion of the team, are important in evaluating the bidder's proposal.

The Evaluation Committee reserves the right to request all bidders to explain the methods used to arrive at any costs or pricing figures.

When making the contract award decision, SfN may consider evidence of formal or other complaints against the bidder(s) by local, state and federal government agencies or other non-profits.

SfN reserves the right to check bidder's financial capacity and ability to successfully undertake and complete the services required by this RFP by any means deemed appropriate.

SfN reserves the right to conduct site inspections of any facility(s) services by the bidder(s) to assist in judging the bidder's ability to provide the services required by this RFP. This applies to all facilities services by the bidder or any sub-contractor to the bidder.

SfN has the right to consider additional information not listed here.

General Statement

The Society may also contact and evaluate the bidder's and subcontractor's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the Society.

Discussions may, at the Society's sole option, be conducted with any bidder who submits a proposal determined to be reasonably likely to be selected for an award. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.

Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. Revisions may be permitted after submissions and before award for obtaining best and final proposals. In conducting discussions, the Society will not disclose information derived from proposals submitted by competing bidders.

A Notification of Intent to Award may be sent to the bidder selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing bidders unless an agreement is reached.

If contract negotiations cannot be concluded successfully, the Society may negotiate a contract with the next highest scoring bidder or withdraw the RFP.

Contract Award

The contract shall be awarded with reasonable promptness by written notice to that responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to SfN, price and other factors considered.

General Information

- Neither SfN nor its representatives shall be liable for any expenses a bidder incurs in connection with preparation of a response to this RFP. Applicants should prepare their proposals simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of this RFP.
- The issuance of this RFP does not commit SfN to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to actually procure the requested services.

- SfN reserves the right to reject any or all the RFP applications submitted in response to this solicitation, due to the lack of responsiveness, changes in SfN's operating objectives, lack of funding, or for any reason determined by SfN and at the sole discretion of SfN.
- Time Extension: SfN may for good and sufficient reason extend the response deadline, in which case all potential bidders will receive an addendum setting forth the new time and date.
- Request for Additional Information: Prior to the final selection, bidders may be required to submit additional information that SfN deems necessary to further evaluate the bidder's qualifications. As part of the evaluation process, bidders shall furnish such additional information as SfN may reasonably require.
- Denial of Reimbursement: SfN will not reimburse bidders for any costs associated with the preparation and submission of a proposal or for any travel or other costs that are incurred.
- SfN will not be liable for any costs incurred by the bidder in connection with interviews (i.e., travel, accommodations, etc.) conducted as part of the evaluation or negotiation process.
- Gratuity Prohibition: Bidders shall not offer any gratuities, favors, or anything of monetary value to any associate at SfN for the purpose of influencing consideration of this proposal. If an SfN associate solicits a gratuity, the bidder is obligated to inform SfN's Deputy Executive Director.
- Right of Withdrawal: A proposal may not be withdrawn before the expiration of one hundred and eighty (180) days from the proposal due date.
- Right of Negotiation: SfN reserves the right to negotiate with the selected bidder the exact terms and conditions for a contract.
- Liability and Insurance: The selected bidder shall purchase and maintain insurance in the amounts and types as needed for the protection from claims caused by the contractor's personnel or work, or by any subcontractor performing work for the contractor.
- Legal Compliance: In connection with the furnishing of supplies of performance of work under the contract, the contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.
- Disqualification: No award will be made to any bidder, person or party, parent or subsidiary that is de-barred from providing services to the federal or state government, or with which SfN has an outstanding claim against or a financial dispute.
- Performance and Approval of Sub-Consultants: The bidder will perform the project as an independent contractor and not as an agent or employee of SfN. The bidder shall secure written permission from SfN before subcontracting any part of the project. Such permission should be obtained during the proposal evaluation stage.
- Licenses, Permits & Taxes: The price or prices for the work shall include full compensation for all taxes, permits, etc. that the bidder is or may be required to pay. SfN is a tax exempt entity.
- Minority/Women Business Enterprise (MWBE) Policy: It is the policy of SfN to provide minority and women owned business enterprises with equal opportunity for participating in the selling of goods and services to SfN. In cases where a bidder plans to sub-contract a portion of the work, it is required to make "A Good Faith Effort" to engage qualified MWBEs for such work. Bidders shall keep records of such efforts, when applicable, that are adequate to permit a determination of compliance with this requirement. If subcontracting is involved in the proposal, a Proposed Schedule of Minority/Women Business Enterprise Participation shall also be submitted.

- Revisions to this RFP: In the event it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed to all registered bidders via the e-mail provided.

Bidder Responsibility: The bidder assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after bids are opened because bidder's failure to be knowledgeable of all the requirements of the RFP. By submitting a proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP