

State of New Hampshire
Division of Plant and Property Management
Bureau of Purchase and Property
25 Capitol Street, State House Annex
Concord, NH 03301-6398

Date: 2/20/2007

Bid No.: 601-07

Date of Bid Opening: 3/8/2007

Time of Bid Opening: 10:00AM EST

PLEASE DIRECT ANY QUESTIONS REGARDING THIS BID TO: ROBERT STOWELL, ADMINISTRATOR
TEL. NO: (603) 271-3606 - FAX No. (603) 271-2700/7564

BID INVITATION FOR: ERP THIRD PARTY (OFF THE SHELF) FORMS SOFTWARE

Unless specifically amended or deleted by the Division of Plant and Property Management, the following General Terms and Conditions apply to this Bid and any resulting Purchase Order or Contract.

GENERAL CONDITIONS AND INSTRUCTIONS:

NATURE OF, AND ELIGIBILITY TO RESPOND. This bid invitation is submitted in accordance with Chapter 21-1, and rules promulgated thereunder, and constitutes a firm and binding offer. A bid may not be withdrawn unless permission is obtained from the Bureau of Purchase and Property.

Bids may be issued only by the Bureau of Purchase and Property and are not transferable.

SAMPLES AND DEMONSTRATIONS. When samples are required they must be submitted free of costs and will not be returned.

Items left for demonstration or evaluation purposes shall be delivered and installed free of charge and shall be removed at no cost to the State. Demonstration units shall not be offered to the State as new equipment.

Bids. Bids must be received at the Bureau of Purchase and Property before the date and time specified for the opening. Bids must be submitted on this bid form or exact copies and must be typed or clearly printed in ink. Corrections must be initialed. Bids are to be made less Federal Excise Tax and no charge for handling unless required by law.

Bids will be made available to the public after the time of award. Bid results will be given by mail only if requested in writing and accompanied by a self-addressed, stamped business size envelope.

SPECIFICATIONS. Vendors must submit on items as specified. Proposed changes must be submitted in writing and received at the Bureau of Purchase and Property at least five (5) working days prior to the bid opening. Vendors shall be notified in writing if any changes to the specifications are made.

AWARD. The award will be made to the responsible Vendor submitting a conforming RFB meeting specifications at the lowest cost unless other criteria are noted in the RFB. Unless otherwise noted, the award may be made by individual items.

If there is a discrepancy between the unit price and the extension, the unit price will prevail.

When identical low bids are received the award will be made in accordance with the Administrative Rules.

Discounts will not be considered in making award but may be offered on the Invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of Invoice, whichever is later. On orders specifying split deliveries, discounts will apply on the basis of each delivery or receipt of Invoice, whichever is later.

PATENT INFRINGEMENT. Any responding vendor who has reason to believe that any other responding vendor will violate a patent should such responding vendor be awarded the contract shall set forth in writing, prior to the date and time of opening, the grounds for his belief and a detailed description of the patent.

ASSIGNMENT PROVISION. The responding vendor hereby agrees to assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which materially affect the price of goods or services obtained by the state under this contract if so requested by the State of New Hampshire.

FEDERAL FUNDS. This Division of Plant and Property Management, under RSA 21-1:14, VIII shall assure the continuation or granting of federal funds or other assistance not otherwise provided for by law by following the Federal Procurement Standards.

STATE'S OPTIONS: The Bureau of Purchase and Property reserves the right to reject or accept all or any part of any bid, to determine what constitutes a conforming bid, to award the bid solely as it deems to be in the best interest of the State, and to waive irregularities that it considers not material to the bid.

PUBLIC INFORMATION: The responding vendor hereby acknowledges that all information relating to this bid and any resulting order (Including but not limited to fees, contracts, agreements and prices) are subject to these laws of the State of New Hampshire regarding public information.

PERSONAL LIABILITY: The responding vendor agrees that in the preparation of this bid or the execution of any resulting contract or order, representatives of the State of New Hampshire shall incur no liability of any kind.

PROOF OF COMPLIANCE. The responding vendor may be required to supply proof of compliance with proposal specifications. When requested, the responding vendor must immediately supply the Bureau of Purchase and Property with certified test results or certificates of compliance. Where none are available, the State may require independent laboratory testing. All costs for such testing certified test results or certificate of compliance shall be the responsibility of the responding vendor.

FORM OF CONTRACT. The terms and conditions set forth in any additional Terms and Conditions by the Bureau of Purchase and Property are part of the bid and will apply to any contract awarded the responding vendor unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the responding vendor.

OFFER. The undersigned hereby offers to sell to the State of New Hampshire the commodities or services indicated in the following page(s) of this Bid at the price(s) quoted in complete accordance with all conditions of this Bid.

Company

Name: _____

Address: _____

Tel. #:(local) _____ **(Toll free)** _____

Fax #: _____ **E-Mail:** _____

Authorized

Signature: _____

(TYPE OR PRINT NAME)

This document must be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all State of New Hampshire terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to State of New Hampshire terms and conditions as stated on the reverse of the purchase order.

CONTRACT TERMS AND CONDITIONS

1. The State of New Hampshire, acting through the Division of Plant and Property Management, engages the firm or individual ("the Vendor") to perform the services and/or sale of goods, described in the attached State documents, if any, and the Vendor's bid or quotation, both of which are incorporated herein by reference.

2. COMPLIANCE BY VENDOR WITH LAWS AND REGULATIONS. In connection with the performance of this agreement, the Vendor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which shall impose any obligation or duty upon the Vendor, including, but not limited to civil rights and equal opportunity laws.

3. TERM. The contract, and all obligations of the parties thereunder, shall become effective on a specified date and shall be completed in their entirety prior to a specified date. Any work undertaken by the Vendor prior to the effective date shall be at his sole risk and, in the event that the contract shall not become effective, the State shall be under no obligation to reimburse the Vendor for any such work.

4. CONTRACT PRICE. The contract price, a payment schedule and a maximum limitation of price shall be as specified by the bid invitation and the Vendor's bid. All payments shall be conditioned upon receipt, and approval by the State, of appropriate vouchers and upon satisfactory performance by the Vendor, as determined by the State. The payment by the State of the Contract Price shall constitute complete reimbursement to the Vendor for all expenses of any nature incurred by the Vendor in the performance by the Vendor and complete payment for the Services. The State shall have no other liability to the Vendor.

5. DELIVERY. If the vendor fails to furnish items and/or services in accordance with all requirements, including delivery, the state may re-purchase similar items from any other source without competitive bidding, and the original vendor may be liable to the state for any excess costs.

If a vendor is unable to complete delivery by the date specified, he must contact the using agency. However, the agency is not required to accept a delay to the original delivery date. All deliveries are subject to inspection and receiving procedure rules as established by the State of New Hampshire. Deliveries are not considered accepted until compliance with these rules has been established. State personnel signatures on shipping documents shall signify only the receipt of shipments. All deliveries shall be FOB Destination.

6. INVOICING. All invoices must be in triplicate showing Order Number, Unit and Extension Prices and discounts allowed. A separate invoice shall be submitted for each order. Unless otherwise noted on the invitation to bid or purchase order, payment will not be due until thirty (30) days after all services have been completed, or all items have been delivered, inspected and accepted or the invoice has been received at the agency business office, whichever is later.

7. PERSONNEL.

7.1. The Vendor shall disclose in writing the names of all owners (5% or more), directors, officers, employees, agents or subcontractors who are also officials or employees of the State of New Hampshire. Any change in this information shall be reported in writing within fifteen (15) days of their occurrence.

7.2. The person signing this agreement on behalf of the State, or his or her delegatee ("Contracting Officer") shall be the State's representative for purposes of this agreement. In the event of any dispute concerning the interpretation of this agreement, the Contracting Officer's decision shall be final.

8. EVENT OF DEFAULT; REMEDIES.

8.1. Any one or more of the following acts or omissions of the Vendor shall constitute an event of default hereunder ("Events of Default"):

8.1.1. failure to deliver the goods or services satisfactorily or on schedule; or

8.1.2. failure to submit any report required hereunder; or

8.1.3. failure to perform any of the other covenants and conditions of this agreement.

8.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1. give the Vendor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this agreement, effective two (2) days after giving the Vendor notice of termination; and

8.2.2. give the Vendor a written notice specifying the Event of Default and suspending all payments to be made under this agreement and ordering that the portion of the Contract Price, which would otherwise accrue to the Vendor during the period from the date of such notice until such time as the State determines that the Vendor has cured the Event of Default, shall never be paid to the Vendor; and

8.2.3. set off against any other obligation the State may owe to the Vendor any damages the State suffers by reason of any Event of Default; and

8.2.4. treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

9. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express failure of any Event of Default shall be deemed a waiver of any provision hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Vendor.

10. VENDOR'S RELATION TO THE STATE. In the performance of this agreement the Vendor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Vendor nor any of its officers, employees, agents or members shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

11. ASSIGNMENT AND SUBCONTRACTS. The Vendor shall not assign, or otherwise transfer any interest in this agreement without the prior written consent of the State. No work required by this contract shall be subcontracted without the prior written consent of the State.

12. INDEMNIFICATION. The contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Vendor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

12.1 PATENT PROTECTION. The seller agrees to indemnify and defend the State of New Hampshire from all claims and losses resulting from alleged and actual patent infringements and further agrees to hold the State of New Hampshire harmless from any liability arising under RSA 382-A:2-312(3). (Uniform Commercial Code).

13. TOXIC SUBSTANCES. In compliance with RSA 277-A known as the Workers Right to Know Act, the vendor shall provide Material Safety Data Sheets with the delivery of any and all products covered by said law.

14. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given below.

15. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto.

16. CONSTRUCTION OF AGREEMENT AND TERMS. This agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns.

17. ADDITIONAL PROVISIONS. The additional provisions (if any) have been set forth as Exhibit "A" hereto.

18. ENTIRE AGREEMENT. This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

BID INVITATION FOR: ERP THIRD PARTY FORMS SOFTWARE (OFF THE SHELF)

PURPOSE:

The purpose of this request for bid (RFB) is to establish a contract in the form of a purchase order for supplying the State of New Hampshire, Department of Administrative Services with ERP Third Party Forms Software in accordance with the requirements of this RFB and any resulting order. These items shall be a one-time order with delivery required to the location indicated in the F.O.B. section of this bid invitation.

BID SUBMITTAL

All bids must be on this form or an exact copy, must be type or clearly printed in ink and must be received on or before the date and time specified on page 1 of this RFB. Interested parties may submit a bid to the State of New Hampshire Bureau of Purchase and Property, 25 Capitol Street, Room 102, Concord NH 03301 or may fax to (603) 271-2700 or (603) 271-7564. All bids must be clearly marked with RFB number, date due and Purchasing Administrators name.

RFB INQUIRIES

Any Questions must be submitted by an individual authorized to commit their organization to the Terms and Conditions of this RFB. Submissions must clearly identify the RFB Number, the Vendor's name and address and the name of the person submitting the question.

All inquiries or proposed changes must be submitted in writing and received at the Bureau of Purchase and Property at least five business days prior to the bid opening.

Questions must be submitted by E-mail to Robert Stowell at the following address: Robert.Stowell@NH.Gov

ADDENDUM:

In the event it becomes necessary to add to or revise any part of this RFB prior to the scheduled submittal date, the NH Bureau of Purchase and Property will post on our web site any Addenda. Before your submission, always check the site for any addenda or other materials that may have been issued affecting the RFB. The web site address is www.admin.state.nh.us/purchasing/bids.asp

STATE OF NEW HAMPSHIRE VENDOR APPLICATION

Bidders must have a completed Vendor Application and W-9 Form on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms (no fee): <http://www.admin.state.nh.us/purchasing>

NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'Foreign' (out-of-state). Please visit the following website to find out more about the requirements for both classifications: <http://www.nh.gov/sos/corporate>

SPECIFICATION COMPLIANCE:

See attached specifications.

Unless otherwise specified by the Bureau of Purchase and Property in this bid invitation document, all specifications must be adhered to in order to be considered for a bid award.

BID PRICES:

Bid prices shall include delivery and all other costs. Bid prices should be government and/or educationally discounted prices.

AWARD CRITERIA:

Award will be made in total to net low bidder meeting all specifications. For pricing evaluation, the award price, with be total purchase price and five (5) years of maintenance and support, meeting all the specifications of this bid. The State however, may purchase based upon the options provided.

BID RESULTS:

Bid results will be mailed to you if you include a self-addressed envelope with the correct amount of postage on it. Bid results may also be viewed on our web site at: <http://www.admin.state.nh.us/purchasing>

F.O.B.:

The F.O.B. shall be destination to the following delivery point:

BID SPECIFICATIONS:

Successful bidder hereby offers to sell the **required** items to the State of New Hampshire at the following price(s):

Software- General

The provider selected must provide all of the following solutions for the State of New Hampshire's Lawson ERP environment. All of these modules must be from a single provider and in production:

Document Output Management for the Printing, Faxing, E-Mailing, and Web Publishing of Accounts Payable/ Payroll Checks and other Lawson Forms (i.e. Purchase Orders and Invoices, 1099, W-2)

Form Design and Integration Software for the creation of additional forms, which will be integrated with data from a source system (i.e. Lawson ERP)

ACH Software for the origination of electronic payments to vendors. The software must also be able to transmit this file to the bank from within the software in whatever protocol that the bank requires.

Positive Pay Software for the creation of bank-specific "Check issued" and "Void Check" files to our banks. The software must also be able to transmit this file to the bank from within the software in whatever protocol that the bank requires.

Reconciliation Software that will reconcile complete multiple Bank Transactions which includes but is not limited to paid, unpaid, voids, credits, debits, purged, transfers as well as reconciliation of issued check and paid check information. The issued and paid checks are compared and exact matches will need to be reconciled.

Imaging Software to scan and archive documents. This software must capture images and indexes as information is entered into Lawson. The software must also create image groups as needed and provides user access based on image group to give full visibility into all documents associated with a transaction (Purchase Order/ Invoice/ Receiving Document/ Check). There must also be a robust workflow engine for approval hierarchy of images such as invoices.

Electronic Direct Deposit Statements and W-2's for Lawson Employee Self Service (ESS). This software must authenticate user names from ESS and publish Direct Deposit Statements and W-2's to ESS.

Software- Specific

Document Printing

The software must:

- be able to initiate a FTP session to pull the print file from Lawson ERP for processing
- be able to import **every** field from a Check file into the Document Printing Software's database
- allow for a sub-set of checks to be selected for printing instead of being required to print the entire batch
- keep images of all Checks, which must be available to be viewed before or after printing
- be able to have user-definable Sort and Filter criteria
- be able to have Sort and Filter criteria changed by an end user by selecting fields in a user friendly Graphical User Interface
- be able to Generate Reports based on any field in the database
- have an Audit Trail which details all user activity
- be able to print to multiple printers concurrently
- be able to mask Employee's Social Security Number on the Payroll check
- have the optional ability to print documents without users initiating a print job. In other words, the software must be able to look at a network directory and print a file automatically when it is located
- be able to provide full descriptions on Earnings and Deduction fields. As a clarification, Lawson Payroll is limited to abbreviations of Pay Code and Deduction fields and the Document Printing software must have a table with full description names, which must be printed on the Payroll Checks. For example, Lawson field may be "PTO" and the Document Printing system must print "Paid Time Off"
- be able to print Postal Indicia and Bar Code

- have the ability to insert, mid-print run, a Slip Sheet by Lawson Process Level without interrupting the printing
- have the ability to change Signatures and Logo images without having to contract with the chosen vendor to do additional digitizing of the aforementioned images. For clarification, if a signature for a check form changes in the future, the State of New Hampshire would like to change it autonomously.

Document E-Mailing

The software must have the ability to attach Adobe Portable Document Format (*.pdf) files when delivering forms via e-mail

The software must have the ability to pull the e-mail addresses from Lawson ERP applications via a SQL statement, or other methodology, which does not require user intervention. For example, the software must need to query the Lawson AP 10 screen for Accounts Payable Remittance delivery

Document Faxing

The software must have the ability to fax documents in conjunction with WinFax Server when delivering forms via fax

The software must have the ability to pull the fax numbers from Lawson ERP applications via a SQL statement, or other methodology, which does not require user intervention.

ACH Payments Module

The software must:

- have the ability create NACHA standard transaction sets for CCD, CCD+ (Business to Business Payments), PPD, PPD+ (Business to Consumer Payments)
- have the ability to have bank specific data elements included in the NACHA standard file
- have the ability to automatically transfer the ACH file to the originating bank. For example, the software must have the ability to initiate a FTP session with the bank.
- have a Library of many different bank-specific formats
- automate acknowledgement receipts from the bank
- have the ability to store payee bank information within the ACH module

Positive Pay Module

The software must

- have the ability create Positive Pay “Issued” files of printed checks
- have the ability to have bank specific data elements included in the Positive Pay file
- have the ability to automatically transfer the Positive Pay file to the issuing bank. For example, the software must have the ability to initiate a FTP session with the bank.
- have a Library of many different bank-specific formats
- automate acknowledgement receipts from the bank
- support PGP and GPG encryption
- have the ability to have scheduled Positive Pay transmissions to the bank without user intervention

Form Design and Integration Module

The software must have the ability to create new, or modify existing, form designs with a Windows Graphical User Interface. Some items that may be changed are column headings, text boxes, re-positioned fields.

The software must have the ability to integrate files from a source system (i.e. Lawson ERP)

Reconciliation Software

The software must:

- have the ability to load issued check and paid check information into a database and have exact matches reconciled. Issued and paid checks that do not match are considered Exceptions.
- have the ability to have Exceptions reissued, manually reconciled, or purged.
- have the ability to integrate and load any and all bank file activity required by the Lawson (ERP) Software.
- have the ability to allow authorized users to update, remove, and edit payee codes.
- have the ability to handle a custom escheatment process for abandoned property
- have the ability to generate letters, via mail merge, to payees of un-cleared checks

Imaging Software

The software must have

- the ability to load scanned images of all forms, including, but not limited to Invoices, Checks, Purchase Orders, Expense Reports, and Human Resource Documents
- the ability to archive all of the aforementioned documents
- the ability to add notes and annotations on each image
- the ability to have a custom workflow for approval of documents such as Invoices
- the ability to have documents retrieved by a thin client web browser
- the ability to capture index fields directly from Lawson ERP applications
- the ability to have image groups so that all documents associated with a single transaction are grouped together

Electronic W-2 and Pay Stubs for Lawson Employee Self Service

The software must

- have the ability to post W-2 and Direct Deposit Stubs (in *pdf format) to Lawson Self Service
- have the ability to authenticate users in the same manner as Lawson Employee Self-Service.
- have the ability to have full IRS-compliant verbiage to meet government requirements for W-2 forms.
- have the ability to have Employees download test W-2s, consent to electronic W-2s, revoke consent, administer secondary email, print/download current and past year's W-2s.
- have the ability to send automatic e-mails alerting Employees when pay stubs are available for viewing and printing.
- have the ability to have give Employees the option to receive Direct Deposit advice via a password protected e-mail attachment.
- be transparent to employees such that they will access these functions directly from within Lawson Employee Self Service and not be required to go to a different web site.

Software Maintenance and Support

Software Maintenance and support, must include all integration, re-mapping and form design changes, for all forms, that occur due to a Lawson Version or Release Upgrade.

Software Maintenance and support, must include all integration, re-mapping and form design to tax forms (W2 and 1099) due to annual updates from Lawson

Vendor must provide a password protected Support Site for Customers to provide User Manual updates, file changes and other Support-related items.

Vendor Setup

Vendor will be responsible to meet project go live dates to install and create all necessary forms (Go live date for Financials is 7/1/07, Procurement (Phase II), Gov Live date of Feb 08 or sooner, and Go live date Human Resources of June 30, 08. See further detailed dates below.

Lawson Forms for 7/1/07

- AP Checks
- AR Invoices
- Purchase Order forms
- 1099 Forms (12/1/07)

Lawson Forms for 4/1/08

- Payroll checks
- W2

Third party legacy forms (6/1/07)

- DOC Checks
- AP Checks
- Payroll Checks
- MMIS checks

Treasury Bank data feeds for 6/1/07. (Note, existing vendors at time of this Bid, and expected during implementation phases)
Bank of America data feeds. Inbound (3), Outbound (1)

- BOA Outbound to Bank – Vendor Positive Pay

- BOA Inbound to State – daily Paid file, monthly purge file(expired checks), monthly outstand list (unpaid)

TD BankNorth data feeds. Inbound (0), Outbound (1)

- TDBN Outbound to bank – Vendor ACH

Citizens bank data feeds. Inbound (3), Outbound (5)

- Citizens outbound to Bank- Positive pay for the following (bridges, DOC, MMIS, New Heights, Payroll)
- Citizens Inbound to State – daily BAI, monthly purge file DOC & Payroll accounts only.

Current process today open to best practices

Vendor- General Characteristics

Vendor should be a Lawson Business Partner

Vendor should be the developer of the modules that are being considered

Vendor must name all Lawson screens (by job name, such as Lawson AP 10) in which they integrate with

Vendor additional requirements

Supports the following Databases

- Oracle
- SQL

Integrated with Lawson V9.0

HP UX

Standard product offering versus custom software

Vendor should have the majority of their client base running ERP applications preferably Lawson

Pricing

Vendor shall provide pricing by module and a total price for their offering.

Vendor shall include pricing for multi-year maintenance and support options. (Up to 10 years) (five (5) years identified for the award criteria)

Vendor must supply a training plan/strategy (Note in State of New Hampshire, there are 3 departments to train (operations OIT, Support FDM, Treasury)

Vendor shall provide ongoing support pricing of Lawson upgrades. Note: These must be incorporated into the maintenance and support pricing

- Version
- Release

All fees must be incorporated into the vendors price submitted.

BIDDER CONTACT INFORMATION:

Bidder must provide contact information for the person who will answer all questions regarding this bid submittal.

Name: _____

Tel. No. _____

Email: _____

Fax. No. _____

IT IS KEY THAT ALL QUESTIONS ARE ANSWERED PRIOR TO YOUR BID SUBMISSION.
SUBMISSION OF QUESTIONS, AND OR MAKING CHANGES IN YOUR BID SUBMISSION MAY BE
GROUNDS FOR YOUR BID TO BE DISQUALIFIED.