

REQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
HOSTED EVENT MANAGEMENT SYSTEM
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
ON BEHALF OF
THE UNIVERSITY OF MISSOURI-COLUMBIA
RFP #H123008
OPENING DATE: DECEMBER 30, 2008
TIME: 2:00 PM, CENTRAL

Prepared by:

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Office of the Manager
MU Procurement Services
University of Missouri-Columbia
113 Heinkel Building
Columbia, MO 65211-1700

Dated: December 4, 2008

TABLE OF CONTENTS

NOTICE TO RESPONDENTS

1. GENERAL TERMS & CONDITIONS	pages 1-5
2. INSTRUCTIONS TO RESPONDENTS	pages 6-11
3. DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS	pages 12-25
FORM OF PROPOSAL	pages 26-27
EVALUATION CRITERIA	pages 28-29
M/WBE PARTICIPATION FORM & CERTIFYING AGENCIES	Exhibit A

NOTICE TO RESPONDENTS

The University of Missouri-Columbia requests proposals for the Furnishing and Delivery of **HOSTED EVENT MANGEMENT SYSTEM, RFP #H123008**, which will be received by the undersigned at the Office of the Manager, MU Procurement Services, University of Missouri-Columbia, 113 Heinkel Building, Columbia, Missouri 65211-1700 until 2:00 p.m., CENTRAL, DECEMBER 30, 2008. Proposals will be opened and identified starting at 2:05 p.m., CENTRAL.

Specifications and the conditions of proposal together with the printed form on which proposals must be made may be obtained from the MU Procurement Services web site at <http://www.pmm.missouri.edu> by selecting bid information. Vendors are strongly encouraged to check the site periodically in the event addenda are issued.

The Word version is provided upon request by contacting the buyer of record. In the event a respondent chooses to use the Word version of the RFP to aid in preparation of its response, the Respondent should only complete the response information. Any modification by the Respondent of the specifications provided will be ignored, and the original wording of the RFP shall be the prevailing document.

The University reserves the right to waive any informalities in proposals and to reject any or all proposals.

THE CURATORS OF THE
UNIVERSITY OF MISSOURI

By: Heather Turner, CPPB, Senior Buyer
MU Procurement Services

Dated: December 30, 2008

**UNIVERSITY OF MISSOURI
GENERAL TERMS AND CONDITIONS
AND
INSTRUCTIONS TO RESPONDENTS
REQUEST FOR PROPOSAL (RFP)**

1. GENERAL TERMS AND CONDITIONS

Purpose: The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.

Governing Laws and Regulations: Any contract issued as a result of this RFP shall be construed according to the laws of the State of Missouri. Additionally, the contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.

Taxes: The contractor shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the University are not subject to either Federal Excise Taxes or Missouri Sales Tax.

Sovereign Immunity: The Curators of the University of Missouri, due to its status as a state entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require The Curators to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that The Curators are able to accept.

Preference for Missouri Firms: In accordance with University policy, preference shall be given to Missouri products, materials, services and firms when the goods or services to be provided are equally or better suited for the intended purpose and can be obtained without additional cost. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.

Equal Opportunity and Non-Discrimination: In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran

status. The contractor shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.

Minority and Women Business Enterprise Participation: It is the policy of the University of Missouri to ensure full and equitable economic opportunities to persons and businesses that compete for business with the University, including Minority and Women Business Enterprises (M/WBEs). To this end, the University has established participation goals as outlined in this RFP.

The University encourages M/WBE participation in contracts for goods and services by firms that are certified. The University accepts certifications provided by those entities identified in Exhibit B of this RFP titled Certifying M/WBE Agencies. This may either be by the primary supplier/contractor being a certified M/WBE or by the utilization of qualified subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful opportunities for M/WBE participation. Work performed by M/WBEs must provide a commercially useful function related to the delivery of the service/product required herein. Second tier participation where suppliers generally provide supplies to a corporation but that are not directly related to this contract does not qualify as meaningful participation. The University may consider certifications from agencies not located in Missouri for M/WBEs not located in Missouri with the approval of the UM Director of Minority and Women Business Development.

M/WBE means a business that is a sole proprietorship, partnership, joint venture, or corporation in which at least fifty-one percent (51%) of the ownership interest is held by minorities or women and the management and daily business operations of which are controlled by one or more minorities or women who own it. Minority is defined as belonging to one of the following racial minority groups: African Americans, Native Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, Aleuts and other groups that may be recognized by the Office of Advocacy, United States Small Business Administration, Washington, D.C.

Bidders must indicate their MBE and WBE participation levels committed to this contract on the M/WBE Participation Form included in this RFP (see Exhibit B). The names and percent participation of each MBE and WBE should also be provided on this form.

The evaluation of proposals will include the proposed level of M/WBE participation (see evaluation of Proposals section). Five (5%) percent of the

contract award criteria will be based on MBE and WBE participation. The University may consider the relative participation of the bidders in awarding points. However, proposals with zero participation for MBEs and/or WBEs will receive none of the MBE or WBE points respectively.

The contractor/supplier shall provide annual reports or more frequently if requested, of the financial participation of M/WBEs. The report shall include the name(s) and address(es) of the certified M/WBEs, products or services provided and the total dollar amount or percentage of utilization. The annual report shall also include separately, all second tier participation the contractor/supplier may have.

The University will monitor the contractor/supplier's compliance in meeting the M/WBE participation levels committed to in the awarded proposal. If the contractor/supplier's payments to participating M/WBEs are less than the amount committed to in the contract, the University may cancel the contract, suspend or debar the contractor/supplier from participating in future contracts, or retain payments to the contractor/supplier in an amount equal to the value of the M/WBE participation commitment less actual payments made to M/WBEs.

If a participating M/WBE fails to retain their certification or is unable to satisfactorily perform, the contractor/supplier must obtain other certified M/WBEs to fulfill the M/WBE participation requirements committed to in the awarded proposal. The contractor/supplier must obtain the written approval of the Chief Procurement Officer of Procurement Services for any new M/WBE participants. This approval shall not be arbitrarily withheld. If the contractor/supplier cannot obtain a M/WBE replacement, the contractor/supplier must submit documentation to the Chief Procurement Officer detailing all efforts made to secure an M/WBE replacement. The Chief Procurement Officer shall have sole discretion in determining if the actions taken by the contractor/supplier constitute a good faith effort to secure the participation of M/WBEs and whether the contract will be amended to change the M/WBE participation commitment.

Applicable Laws and Regulations: The University serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.

Appropriation: The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days notice.

Applicable Health Related Laws and Regulations: If these specifications or any resulting contract involves health care services or products, the Contractor agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Contractor with regard to patients of the University. All services provided pursuant to this contract shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and The Centers for Medicare & Medicaid Services (CMS).

Respondents understand and agree that the Curators of the University of Missouri, in the operation of the University Hospitals and Clinics, is regulated under federal or state laws with regard to contracting with vendors. The Contractor represents that it is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Contractor agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

The University will regularly check the "List of Excluded Individuals/Entities" (LEIE), maintained by the Office of Inspector General, United States Department of Health and Human Services ("OIG") to determine if any Bidders/Respondents have been excluded from participation in federal health care programs, as that term is defined in 42 U.S.C. §1320a-7b(f). The University reserves the sole right to reject any respondents who are excluded by the OIG, who have been debarred by the federal government, or who have otherwise committed any act that could furnish a basis for such exclusion or debarment.

Inventions, Patents, and Copyrights: The Contractor shall pay for all royalties, license fees, patent or invention rights, or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor shall defend, protect, and hold harmless the University its officers, agents,

servants and employees against all suits of law or in equity resulting from patent and or copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

Copyrights for any item developed for the University shall be the property of the University and inure to its benefit and the Contractor shall execute such documents as the University may require for the perfection thereof.

Insurance: The Contractor shall purchase and maintain such insurance as will protect the Contractor and the University against any and all claims and demands arising from the execution of the contract. Further, when stated in the Detailed Specifications and Special Conditions, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.

Performance Bond/Irrevocable Letter of Credit: If a performance bond or irrevocable letter of credit is required in the Detailed Specifications and Special Conditions, the Contractor shall furnish to the University, along with their signed contract, a performance bond or unconditional irrevocable letter of credit payable to the Curators of the University of Missouri in the face amount specified in the Detailed Specifications and Special Conditions as surety for faithful performance under the terms and conditions of the contract.

2. INSTRUCTIONS TO RESPONDENTS

- 2.1 **Request For Proposal (RFP) Document:** Respondents are expected to examine the complete RFP document and all attachments including drawings, specifications, and instructions. Failure to do so is at respondent's risk. It is the respondent's responsibility to ask questions, request changes or clarifications, or otherwise advise the University if any language, specifications or requirements of a RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source.

Any and all communications from respondents regarding specifications, requirements, competitive proposal process, etc., should be directed to the University buyer of record referenced in this RFP. Written communications can be mailed to MU Procurement Services, University of Missouri-Columbia, 113 Heinkel Building, Columbia, MO 65211-1700 ATTN: Heather Turner, Senior Buyer; faxed to 573/882-5417; or emailed to TurnerH@missouri.edu. It is the responsibility of the person or organization communicating the request to ensure that it is received. To guarantee a timely response, such communication should be received at least ten calendar days prior to the proposal opening date.

The terms and conditions as distributed by the University or made available on a University website, shall not be modified by anyone submitting a proposal. Regardless of any modification to these terms and conditions that may appear in the submitted proposal, the original University terms and conditions apply. Any exceptions to the terms and conditions shall be stated clearly and it is at the University's discretion whether the exception shall be accepted or shall invalidate the proposal.

The RFP document and any attachments constitute the complete set of specifications and proposal response forms. No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the University. No employee of the University is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document. In case of any doubt or difference of opinion as to the true intent of the RFP, the decision of the University's Chief Procurement Officer shall be final and binding on all parties.

- 2.2 **Preparation of Proposals:** All proposals must be submitted, in four copies (one original and three copies) as well as on CD, on the proposal form accompanying these specifications and must be enclosed in a sealed envelope plainly marked: "Proposal for Furnishing and Delivery of **HOSTED EVENT MANAGEMENT SYSTEM**, RFP #H123008 " and addressed, mailed and/or delivered to MU Procurement Services, University

of Missouri-Columbia, 113 Heinkel Building, Columbia, MO 65211-1700
ATTN: Heather Turner, Senior Buyer.

To receive consideration, proposals must be received, at the above address, prior to the proposal opening time and date stated in this RFP. Respondents assume full responsibility for the actual delivery of proposals during business hours at the specified address.

Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications or requirements. All equipment and supplies offered must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered. Unless specifically stated and allowed in the Detailed Specifications and Special Conditions, all pricing submitted in response to this RFP is firm and fixed.

Whenever the name of a manufacturer, trade name, brand name, or model and catalog numbers followed by the words "or equal" or "approved equal" are used in the specifications it is for the purpose of item identification and to establish standards of quality, style, and features. Proposals on equivalent items of the same quality are invited. However, to receive consideration, such equivalent proposals must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The University will be the sole judge of equality and suitability. Whenever the name of a manufacturer is mentioned in the specifications and the words "or equal" do not follow, it shall be deemed that the words "or equal" follow unless the context specifies "no substitution." Unless noted on the proposal form, it will be deemed that the article furnished is that designated by the specifications. The University reserves the right to return, at contractor's expense, all items that are furnished which are not acceptable as equals to items specified and contractor agrees to replace such items with satisfactory items at the original proposal price.

Time will be of the essence for any orders placed as a result of this RFP. The University reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the respondent and accepted by the University. Unless otherwise specified in the Detailed Specifications and Special Conditions, all proposals shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

- 2.3 **Submission of Proposals:** Respondents shall furnish information required by the solicitation in the form requested. The University reserves

the right to reject proposals with incomplete information or which are presented on a different form. All proposals shall be signed, in the appropriate location, by a duly authorized representative of the respondent's organization. Signature on the proposal certifies that the respondent has read and fully understands all proposal specifications, plans, and terms and conditions.

By submitting a proposal, the respondent agrees to provide the specified equipment, supplies and/or services in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein. Furthermore, the respondent certifies that: (1) the proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the respondent has not directly or indirectly induced or solicited any other respondent to submit a false or sham proposal; (3) the respondent has not solicited or induced any person, firm, or corporation to refrain from responding; (4) the respondent has not sought by collusion or otherwise to obtain any advantage over any other respondent or over the University.

Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing prior to the exact date and time set for the proposal closing. Any such modifications shall be prepared on company letterhead, signed by a duly authorized representative, and state the new document supersedes or modifies the prior proposal. The modification must be submitted in a sealed envelope marked "Proposal Modification" and clearly identifying the RFP title, RFP number and closing time and date. Proposals may not be modified after the proposal closing time and date. Telephone and facsimile modifications are not permitted.

Proposals may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location prior to the date and time set for proposal closing. Proposals may be withdrawn in person before the proposal closing upon presentation of proper identification. Proposals may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of proposals.

All proposals, information, and materials received by the University in connection with an RFP response shall be deemed open records pursuant to 610.021 RSMo. If a respondent believes any of the information contained in the respondent's response is exempt from 610.021 RSMo, then the respondent's response must specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the University will treat all materials received as open records.

The University shall make the final determination as to what materials are or are not exempt.

- 2.4 **Evaluation and Award:** Any clerical errors, apparent on its face, may be corrected by the Buyer before contract award. Upon discovering an apparent clerical error, the Buyer shall contact the respondent and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. The University reserves the right to request clarification of any portion of the respondent's response in order to verify the intent. The respondent is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

The University reserves the right to make an award to the responsive and responsible respondent whose product or service meets the terms, conditions, and specifications of the RFP and whose proposal is considered to best serve the University's interest. In determining responsiveness and the responsibility of the Respondent, the following shall be considered when applicable: the ability, capacity, and skill of the respondent to perform as required; whether the respondent can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the respondent; the quality of past performance by the respondent; the previous and existing compliance by the respondent with related laws and regulations; the sufficiency of the respondent's financial resources; the availability, quality and adaptability of the respondents equipment, supplies and/or services to the required use; the ability of the respondent to provide future maintenance, service and parts.

The University has established formal protest procedures. For more information about these procedures, contact the Buyer in Campus Procurement Services.

The University reserves the right to accept or reject any or all proposals and to waive any technicality or informality.

- 2.5 **Contract Award and Assignment:** The successful respondent shall, within ten (10) days after the receipt of formal notice of award of the contract, enter into a contract, in duplicate, prepared by the University. The Contract Documents shall include the Notice to Bidders, Specifications and Addenda, Exhibits, Proposal Form, Form of Contract, Letter of Award, University Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the University.

- 2.6 **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting therefrom, as well as from such termination, shall not be affected by any such termination.
- 2.7 **Contract Termination for Convenience:** The University reserves the right, in its best interest as determined by the University, to cancel the contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 2.8 **Warranty and Acceptance:** The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for such equipment, supplies, and/or services.

No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

- 2.9 **Payment:** Payment terms, unless otherwise stated in the RFP, will be considered to be net 30 days after the date of satisfactory delivery and acceptance by the University and upon receipt of correct invoice whichever occurs last. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder.

- 2.10 **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the University, during normal business hours, all book of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 2.11. **Debarment and Suspension Certification** - The contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).

UNIVERSITY OF MISSOURI

3. DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS

3.1 INTRODUCTION

The Curators of the University of Missouri, a public organization, propose to contract on behalf of the Missouri Research and Education Network (MOREnet), hereinafter referred to as "University" and/or "MOREnet" with an organization (referred to as "Respondent" or "Contractor") to provide a **Hosted Event Management System**, as described herein. In addition to MOREnet, the four campuses of the University of Missouri located in Columbia, Rolla, Kansas City, and St. Louis, one (1) Teaching Hospital located in Columbia, a School of Nursing, School of Medicine, Veterinary Teaching Hospital, Dental School, and extensive research facilities reserve the right to utilize this contract.

Attached hereto is a Form of Proposal to be used for the submission of information requested herein. The Form of Proposal must be sealed and clearly addressed to the Office of the Manager, MU Procurement Services, University of Missouri-Columbia, 113 Heinkel Building, Columbia, MO 65211-1700, with a notation on the sealed envelope showing the contents to be a proposal for **"HOSTED EVENT MANAGEMENT SYSTEM #H123008"** and received no later than DECEMBER 30, 2008, at 2:00 p.m., CENTRAL.

Any questions regarding the RFP shall be submitted in writing to Heather Turner, Senior Buyer, MU Procurement Services, 113 Heinkel Building, Columbia, MO 65211-1700 (phone 573/882-7171, fax 573/882-5417, or email TurnerH@missouri.edu).

3.2 SCOPE

The Missouri Research and Education Network (MOREnet) provides Internet connectivity, access to Internet2, technical support, videoconferencing services and training to Missouri's K-12 schools, colleges and universities, public libraries, health care, state government and other affiliated organizations.

Established in 1991, MOREnet operates as a unit within the University of Missouri, and is based in Columbia, Mo. The MOREnet network is the foundation infrastructure. Members of the education community interact with each other via data and video services; public sector business applications are built and conducted on it; and Missouri citizens interact with their state government through it.

MOREnet serves Missouri K-12 schools, colleges and universities, libraries, state government, teaching hospitals and clinics, and related affiliate organizations.

The MOREnet consortium currently consists of the following member groups:

- Higher education institutions: 68 institutions
- K-12 school districts: 518 institutions
- Public libraries: 133 institutions
- Affiliates (includes private K-12 schools, non-profit organizations, community information networks and similar organizations): 16 institutions
- Hospital and Clinics through the Missouri Telehealth Network: 130 institutions
- State Agencies

Details on each constituent group can be found at www.more.net.

MOREnet has historically scheduled and provided conferences, meetings and training events throughout the year for its members. Currently, on an annual basis, MOREnet hosts four (4) major conference events, totaling more than 1,200 attendee registrations combined. Twice each year, events include an exhibit hall with nearly seventy (70) participating exhibitors. Throughout the year, MOREnet offers numerous training events, totaling nearly 4,000 participating attendees combined. Events are published to MOREnet's website at www.more.net and information is actively shared electronically and in print with MOREnet's members to encourage participation through online registration.

3.3 CONTRACT PERIOD

The contract shall be awarded for an initial contract term of two (2) years, to be paid on an annual basis rather than two (2) years upfront. The University reserves the right to renew the contract for up to three (3) additional one (1) year periods under the same terms and conditions, including cost, unless canceled by either party in writing with 180 days notice.

3.4 AWARD OF CONTRACT

Proposals will be awarded based upon the lowest cost and the criteria set forth in Section 3.8 of the Detailed Specifications and Special conditions.

3.5 RESPONDENT'S PROPOSAL

In order to be considered for selection, respondents must submit a complete response to this Request for Proposals that complies with all the mandatory requirements and which follows the outline provided in Form of Proposal.

All proposals must be submitted, in four copies (one original and three copies) as well as a CD, enclosed in a sealed envelope plainly marked: "Proposal for Furnishing and

Delivery of HOSTED EVENT MANAGEMENT SYSTEM, RFP #H123008" and addressed, mailed and/or delivered to MU Procurement Services, University of Missouri-Columbia, 113 Heinkel Building, Columbia, MO 65211-1700 ATTN: Heather Turner, Senior Buyer.

The copies should be separated into two (2) volumes.

Volume I must contain:

- Response to General Terms and Conditions and the Information for Respondents (if applicable), responses to all mandatory requirements (section 9), and responses to all desirable specifications (section 10), **excluding** cost.

Volume II must be submitted in a separate sealed envelope and contain:

- The Form of Proposal that shall include the pricing information, a signed Authorized Respondent Representation page, and the M/WBE Participation Form.

3.6 DELIVERY

All deliveries shall be FOB: Destination with all freight charges thereto included and fully prepaid. The seller bears and pays the freight costs.

3.7 PAYMENT

All proposals to be submitted on the basis of payment by University check, terms Net 30. Payment shall be made within thirty-(30) days after receipt of properly certified vendor's invoices, rendered in duplicate, as follows.

The University may withhold payment or make deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of products/services furnished hereunder.

Any different payment terms desired by the respondent must be clearly stated and may or may not be accepted by the University. Annual payments will be made on an annual basis. The initial contract period shall be paid in two separate annual payments rather than payment upfront for two (2) years. A payment schedule may be negotiated with the successful respondent.

Invoices for MOREnet will be sent to: MOREnet Accounts Payable, 3212 LeMone Industrial Blvd., Columbia, MO 65201.

3.8 PROPOSAL EVALUATION AND SELECTION PROCESS

3.8.1 RFP Evaluation

- a. Proposals will be evaluated in the areas as described in Section I below. The University plans to make a selection based on whose proposal is determined to represent the best value to the University. The University's best value source selection is based on the following: If all offers are deemed competitive and are of approximately equal qualitative (technical, operational, and management) merit, the University will select the offer with the lowest price. However, the University may initiate negotiations with a respondent(s) whose proposal(s) offers a higher qualitative merit if the difference in price is commensurate with added value. Conversely, the University may initiate negotiations with a respondent whose proposal offers a lower qualitative merit if the price differential between it and other offers so warrants.
- b. An evaluation team will evaluate the proposals utilizing the following process:
 - 1) Results of the initial proposal evaluation are used to determine those having a reasonable chance of being selected for award. Proposals determined not to be competitive will be eliminated from further consideration, and the respondents are notified accordingly.
 - 2) Respondent's who submit acceptable proposals may be required to give a demonstration of their product offering. The demonstration is to last no longer than two (2) hours and will be based on a demonstration script provided to the shortlisted vendors by the University. The University will contact the respondent two weeks prior to the demonstration date.
 - 3) The University may, at its sole discretion, conduct limited communications with one or more respondents for the purpose of determining whether the proposals should be included for further consideration. Such communications may be conducted to enhance the University's understanding of the proposal(s) and may be used to:
 - (i) Validate or clarify the proposed pricing; and
 - (ii) Clarify omissions, ambiguities and uncertainties in respondent's proposal; and
 - (iii) Clarify relevant firm experience information.
 - 4) The University reserves the right to make determinations about any proposals received without conducting further communications with any respondents. Further, the University, at its sole discretion, may waive minor informalities and minor irregularities in proposals received.
- c. The University may make source selection after the initial proposal

evaluation and demonstrations or may conduct discussions with any or all respondents who have submitted proposals, which are determined to be competitive. The purpose of such discussions is to assist the evaluators in fully understanding each proposal by:

- 1) Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
 - 2) Verifying and identifying strengths and weaknesses which could affect work performance;
 - 3) Verifying the validity of the respondent's proposed pricing; and
 - 4) Assessing the proposed personnel and the respondent's capabilities for performing the work.
- d. After discussions, if any, the initial evaluation findings will be reviewed and may be revised to incorporate the results of the discussions to arrive at a final evaluation.
- e. The evaluation findings will be compiled by the evaluation team and ratings are assigned which incorporate the results of the proposal assessments and any discussions with respondents.
- f. Vendor Selection
- 1) The results of the final RFP evaluation will be approved by the appropriate authorized University personnel and the Senior Buyer will notify the selected Respondent and coordinate the negotiation of contractual terms and conditions based on the proposal(s) submitted.
 - 2) The University reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or to conduct oral discussions, prior to making source selection.
- g. Evaluation Criteria
- The criteria and factors that will be used to evaluate the proposal(s) are included herein as Exhibit A.
- h. Since respondent must comply with **ALL** mandatory requirements, proposals **WHICH DO NOT MEET THE MANDATORY REQUIREMENTS WILL BE ELIMINATED**
- i. Evaluation of each proposal shall be made based on the following:
- Cost 50 points
 - Evaluation Criteria 45 points
 - Minority/Woman Owned Business Participation 5 points

- j. Points for all criteria except cost are assigned in the best judgment of the University based on the information provided by the Respondent.
- k. The University reserves the sole option to conduct an on-site visit, at its expense, to confirm the specifications are met as provided in the responses.
- l. Responses shall be indexed to every paragraph of this RFP. When the item asks for information, provide a detailed response. **Do not refer solely to attached sales literature as a response. The University reserves the right to declare the proposal as non-responsive if the respondent fails to respond fully to any part of the RFP.**
- m. Below each item, Respondent shall indicate whether the proposed service meets or exceeds the requirement/specification. To aid in the evaluation of proposals, a checklist has been provided for each of the requirements/specifications. A brief explanation on how to use the checklist follows:

_____ *Meets or exceeds the specified requirement*
 _____ *Does not meet the specified requirement*

Comment:

Instructions on completion: the Respondent shall mark the first statement “Meets or exceeds the specified requirement” only if every part of the requirement stated in the subsection can be met including proposal submission requirements in 3.10. If more space is required for comments or a description, a page should be attached with the additional information, identified by the associated section number.

The respondent shall mark the second statement “Does not meet the specified requirement”, if any part of the requirement cannot be met.

Additional information may be provided in the comment section.

3.9 MANDATORY REQUIREMENTS

_____ Meets or exceeds all mandatory requirements.

- 3.9.1. The software system must be a hosted solution offered directly from the software system manufacturer and accessible online 24/7 via a Web interface, with the exception of a scheduled and consistent maintenance window. The Respondent must provide information on scheduled maintenance window.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

- 3.9.2. The software system must allow for pricing based on total number of event registrations processed during a twelve month period and offer a discounted rate based on increasing volume.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

- 3.9.3. The proposed release of the software system must be available for immediate setup and implementation.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

- 3.9.4. The Contractor must agree that all data on hosted software system is the property of MOREnet and the data will not be released, shared or sold to others without MOREnet's written permission. A copy of the Respondent's privacy policy must be included with response.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

- 3.9.5. The Contractor must agree to remove specified MOREnet data from hosted software system and be able to meet record retention guidelines, as defined by MOREnet.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

- 3.9.6. The software system must provide the ability for MOREnet or the Contractor to export all MOREnet data from the system in .csv format. List any additional add-ons, third-party utilities or fees required.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

3.9.7. The Contractor must allow MOREnet to reproduce and distribute the software system user guide in full or in part to MOREnet staff in printed or electronic format at no additional cost.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

3.9.8. The Contractor shall be responsible for payment of all relevant royalties and/or copyrights in regards to any bundled third party software, if applicable.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

3.9.9. The software system must provide the ability for users to select a payment type during the registration process. The payment type options must include, at a minimum, purchase order, check, and online payments using a credit card.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

3.9.10. Software system must provide bar-coding capability as a means of identifying and tracking individual registered participants.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

3.9.11. Software system must provide for exhibitor management including the ability to display an exhibit hall layout diagram, accept registrations for individual or multiple booth space reservations, ad placement, meal requests, and sponsorship activities.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

3.9.12. Software system must provide online payment processing during event participant registration and booth management registration processes, interface directly with a secure credit card application using either QuikPay or VeriSign, meet current Payment Card Industry (PCI) guidelines and University of Missouri security guidelines found at

<http://doit.missouri.edu/security/inspection/eCommerceSecurityGuide.pdf>.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

3.9.13. Software system must provide self check-in capability for a registered participant to retrieve his/her registration information and print out an event schedule or itinerary.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.14. Software system must provide the capability for a registered participant to cancel his or her own registration online, with notification provided to MOREnet through appropriate administrative reports and/or e-mail notices.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.15. The software system must allow for multiple fees to be advertised for the same event or session (i.e. early-bird vs. standard, member vs. non-member, etc.).

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.16. The software system must allow for personalized, automated registration confirmations and reminders via e-mail for all registered event participants.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.17. The software system must provide online registration by event participants via the Internet and a Web browser.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.18. The proposed software system must be able to support Microsoft Internet Explorer version 6.0 and higher and Mozilla Firefox version 3 and higher. List any additional browsers and versions supported.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.19. The software system must provide the ability to track event participants including at minimum first name, last name, organization name, organization identification number, daytime telephone number and e-mail address.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.20. The software system must be able to generate standard reports such as name badges, class rosters and participant event agendas/itineraries.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.21. The software system must have the ability to generate event and cross-event participation reports that include event title, participant organization, location, contact hours and totals.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.22. The software system must have the ability to generate reports that can be used for payment reconciliation.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.23. The proposed software system must provide the capability to set maximum attendees per event or session to prevent overbooking events.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.24. Software system must allow for the creation of an online catalog of events and include an option to group related events. The online catalog must be viewable by the general public via the Internet and a Web browser.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.25. Software system must provide a step-by-step event setup wizard to streamline event creation and publishing of event Web page information.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.26. Software system must have the ability to generate reports that show the total number of registrations processed across all selected or like events as of a specific point in time.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.27. The software system must allow for multiple users to access and create events including the account security required to limit users to add, view or modify their own events, users and reports.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.28. The software system must allow identification of and tracking of event components (which may include event descriptions, pricing, instructors/presenters, rooms, session length, contact hours and other related information) to be used when creating training, conference or meeting event schedules.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.29. The software system must have the ability to track multiple types of events, including training, conferences, conference break-out sessions and meetings for a variety of delivery mediums including traditional classroom instruction, meetings, online, synchronous and asynchronous sessions.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.30. The software system must provide a Web calendar feature that allows the display and promotion of different events concurrently (classroom events, conference events, meetings, etc.).

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.31. The software system must provide the ability to schedule events up to thirty-six (36) months before the actual event date.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.32. The Contractor must provide online access to the software system to MOREnet and begin system setup implementation and activation within 5 working days of software system order receipt.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.33. The Contractor must provide unlimited online and on-demand training on using software system for MOREnet staff. List courses available and any additional fees that apply.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.34. The Contractor's support staff must respond within one (1) business day of an initial problem call to confirm the problem is being addressed and what the expected time of resolution will be (if the problem was not resolved during the initial call).

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.35. The Contractor must provide maintenance and support services to MOREnet staff via e-mail and telephone twenty-four hours a day, at least five days a week except recognized federal holidays.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.36. Software system must include online user guides and help documentation.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.37. Software system licensing must include at least five (5) user logins, with the option of purchasing additional user logins as needed.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.38. The software system must be hosted in a redundant server environment, allowing for minimal-to-no service interruption.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.39. The software system must include routine data back-up services, including the ability to restore MOREnet's detailed data after an outage. Respondent to describe backup procedures.

☐ Meets or exceeds the specified requirement

☐ Does not meet the specified requirement

Comment:

3.9.40. The software system must be hosted in a secure facility, with controlled access to the physical building and server location. Respondent to describe physical security measures in place.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

3.9.41. The software system must be hosted on a fault-tolerant, secure network where current network system security best practices are in place to protect system data from unauthorized access by others. Respondent to describe system security measures in place.

_____ Meets or exceeds the specified requirement

_____ Does not meet the specified requirement

Comment:

3.10 PROPOSAL SUBMISSION REQUIREMENTS

Respondents must comply with the following requirements in order for their proposal to be considered. Respondents must identify and respond to each bulleted item below. Failure to comply with and/or respond to any of the following requirements may result in the proposal being declared non-responsive.

3.10.1. The selected Respondent must provide a product validation for the MOREnet RFP team prior to award of a contract in order to verify the validity and accuracy of the items presented in the response.

3.10.2. Responses must reflect the functionality and characteristics of the current release of the software system at the time of response. Respondent must state software system name and version number being proposed to meet the scope of this document.

Software System Name: _____
Software Version: _____

3.10.3. Respondent must complete and include, as part of its proposal submission, responses to University of Missouri Division of IT Security Requirements found at <http://doit.missouri.edu/security/applications/it-procurement.html>.

3.10.4. Describe how system upgrades are applied for proposed software system.

3.10.5. Respondent must supply a product implementation plan for converting MOREnet's current event participant contact information to the proposed software system.

3.10.6. Respondent must describe the level of support provided for the proposed software system during and beyond the implementation phase.

3.10.7. Respondent must include a listing of subcontractors, if applicable, and their anticipated role.

3.10.8. The University cannot make award to any respondent without first reviewing its financial status. The top Respondent will be required to provide an audited financial statement for the most recent complete fiscal year prior to any official extension of award. The University is willing to sign a non-disclosure agreement if necessary to obtain the required information.

Financials included? _____ yes _____ no
If not included with the proposal, will the Respondent furnish the
financials upon request? _____ yes _____ no

FORM OF PROPOSAL

(Name of firm or individual responding)

REQUEST FOR PROPOSALS
FOR
FURNISHING AND DELIVERY
OF
HOSTED EVENT MANAGEMENT SYSTEM
FOR
THE CURATORS OF THE UNIVERSITY OF MISSOURI
RFP #H123008
OPENING DATE: DATE
TIME: 2:00 PM, CENTRAL

The undersigned proposes to furnish the following items and/or services at the prices quoted and agrees to perform in accordance with all requirements and specifications contained within this Request For Proposal issued by the University of Missouri.

NOTE: The following information is to be submitted sealed in a SEPARATE ENVELOPE marked "Volume II, Form of Proposal and Pricing Information for Hosted Event Management System, RFP#H123008".

Item Description:	Qty/Description:	Price each:
Annual Registrations Processed Through Software System	1 – 2,499	\$
	2,500 – 4,999	\$
	5,000 – 7,499	\$
	7,500 – 10,000	\$
	10,000+	\$
Annual Maintenance		\$
Training for MOREnet Staff		\$
Vendor Technical Support/Help Desk Access		\$
Other Add-On's Required for Integration (describe)		\$
E-Commerce implementation (online credit card processing)		\$
Equipment (describe)		\$
Total Price:		\$

AUTHORIZED RESPONDENT REPRESENTATION

Number of calendar days delivery after receipt of order		Payment Terms
Authorized Signature		Date
Printed Name		Title
Company Name		
Mailing Address		
City, State, Zip		
Phone No.	Federal Employer ID No.	
Fax No.	E-Mail Address	
Circle one: Individual Partnership Corporation		
If a corporation, incorporated under the laws of the State of _____		
Licensed to do business in the State of Missouri? ____yes ____no		

This signature sheet must be returned with your proposal.

Evaluation Criteria - Desirables

The Respondent should use the following format to provide a detailed response to each of the following evaluation criteria. If additional space is needed, the Respondent may attach additional sheets, as necessary.

1. It is desirable for the software system to be capable of sending automated payment reminders and notices via e-mail or traditional mail. Describe the proposed capabilities.
2. It is desirable for the Respondent to provide samples of event and attendance reports available within software system and that do not require additional programming or customization.
3. It is desirable for the software system to allow registration for multiple breakout sessions (child events) within one master training program or conference (parent event). Describe the proposed capabilities.
4. It is desirable for the software system to allow creation of online class schedules aligned by group or affiliation suitable for online viewing by customers. Please describe the online schedule creation process and how access is achieved.
5. It is desirable for the software system to include online help features, which are comprehensive and cover all features encountered by both routine users and sophisticated searches. Describe the proposed capabilities.
6. It is desirable for the proposed software system to include all software and systems necessary to fully perform the described functions (including APIs necessary for connecting to MOREnet's customer database). If there is any third party software included in the proposed system, describe its function and whether it must be licensed or acquired separately. Any additional fees for system integration or otherwise shall be listed in Form of Proposal where indicated.
7. It is desirable for the proposed software system to limit the need for additional software or clients to be installed on local workstations in order to enable local administration of the system. Describe any workstation clients or software that must be loaded on a local workstation, including any fees that apply.
8. It is desirable for the proposed software system to ensure new releases, enhancements and updates have been thoroughly tested before release into the production environment. Describe the proposed software system's alpha and beta testing process.
9. It is desirable for the proposed software system to undergo regular updates and enhancements to ensure the latest available feature set and technologies are available as timely as possible. Describe your major upgrade schedule, your maintenance window and how users are notified of routine or emergency maintenance. Provide a product roadmap.
10. It is desirable for the Respondent to describe the product security including physical security, host security, network security and application security for the proposed

software system. Additionally, specify all platforms which will be used to support the proposed system in a hosted environment.

11. It is desirable for the software system to perform automated error-checking of certain fields, such as phone number format, zip code format, and e-mail address. Describe the proposed capabilities.
12. It is desired for the software system to allow customized fields in the participant registration interface. Describe the proposed capabilities.
13. It is desirable for the proposed software system to allow the capability of automatically generating a waiting list for each event or session, including the capability of automatically moving registered attendees from a wait list to the confirmed attendee list. Describe the capability and process.
14. It is desirable for the proposed software system to allow a user to register multiple attendees during one session.
15. It is desirable for the proposed software system to provide a means of notifying system administrators when an event reaches maximum attendance.
16. It is desirable for the proposed software system to include the ability to consume a MOREnet web service for the purpose of integrating and exposing our customer database content for use in the software system.

Vendor Qualifications and References

The software system must currently be in operation at five or more customer sites with demonstrated operational stability for both users and administrators. The Respondent must be able to provide references from five (5) current customers using software in a hosted environment for both conference and training event management, including reference's name, company name, phone number, and e-mail address.

The Respondent must provide a brief history of the company and its experience, qualifications, and success in providing the type of software system as described in this RFP.

EXHIBIT A
M/WBE PARTICIPATION FORM

If proposing MBE/WBE participation, the contractor/supplier must indicate below the percentage of qualified MBE and WBE participation committed to in relation to the total dollar value of the contract regardless of whether the contractor/supplier is awarded one, some, or all of the categories being proposed. Overall the MBE and WBE participation must not be contingent upon award of a specific category, and the contractor/supplier, if awarded a contract, must be able to achieve the stated participation for the resulting contract regardless of the categories awarded or not awarded. The contractor/supplier must be able to achieve participation stated below for the total value of the awarded contract(s). If the contractor/supplier is a qualified MBE and/or WBE, the contractor/supplier may indicate 100% participation.

The University's MBE participation goal for this bid is 10%.

The University's WBE participation goal for this bid is 5%.

The contractor/supplier is committed to the following MBE and WBE participation on this bid:

Total MBE Participation _____% **Total WBE Participation** _____%

Complete the following table indicating the firms used to meet the participation levels indicated.

MBE Firm Name	MBE % of Contract	WBE Firm Name	WBE % of Contract

-----**THIS FORM MUST BE SUBMITTED WITH THE RESPONSE**-----

This form is related to Section 1.7 of the General Terms and Conditions.

CERTIFYING MBE/WBE AGENCIES

MBE/WBEs are those businesses certified as disadvantaged by an approved agency. The Bidder is responsible for obtaining information regarding the certification status of a firm. A list of certified firms may be obtained by contacting the agencies listed below. Any firm listed as disadvantaged by any of the following agencies will be classified as a MBE or WBE by the Owner.

St. Louis Development Corporation
1015 Locust
St. Louis, MO 63101
314/622-3400; 314/622-3413 (Fax)
CONTACT: Minority Business Development Manager

Bi-State Development Agency
707 North First Street
St. Louis, MO 63102-2595
314/982-1457; 314/982-1558 (Fax)
CONTACT: Disadvantaged Business Enterprise
Coordinator
St. Louis Minority Business Council
308 North 21st St., 7th Floor
St. Louis, MO 63101
314/241-1143; 314/241-1073 (Fax)
CONTACT: Executive Director

U.S. Small Business Administration - St. Louis, MO
8(a) Contractors, Minority Small Business
815 Olive St., Room 242
St. Louis, MO 63101
314/539-6600; 314/539-3785 (Fax)
CONTACT: Business Opportunity Specialist

Lambert St. Louis International Airport
4610 N. Lindbergh, Suite 240
Bridgeton, MO 63044
314/551-5000; 314/551-5013 (Fax)
CONTACT: Program Specialist

City of Kansas City, Missouri
Human Relations Department, MBE/WBE Division
4th Floor, City Hall
Kansas City, MO 64106
816/274-1432; 816/274-1025 (Fax)
CONTACT: Minority Business Specialist

Kansas City Minority Supplier Council
777 Admiral Blvd.
Kansas City, MO 64106
816/221-4200; 816/221-4212 (Fax)
CONTACT: Executive Director

U.S. Small Business Administration - Kansas City, MO
8(a) Contractors, Minority Small Business
323 W. 8th Street, Suite 501
Kansas City, MO 66105
816/374-6729; 816/374-6759 (Fax)
CONTACT: Business Opportunity Specialist

State of Missouri-Office of Administration
Division of Design and Construction, Minority Business
Development
P.O. Box 809, Harry S. Truman State Office Building
Room 730, 301 West High Street
Jefferson City, MO 65102
573/751-6908; 573/526-3097 (Fax)
CONTACT: Minority Contracts Coordinator

Missouri Department of Transportation
Division of Construction
P.O. Box 270
Jefferson City, MO 65102
573/751-6801; 573/526-5640-6555 (Fax)
CONTACT: Disadvantaged Business Enterprise
Coordinator

Illinois Department of Transportation
MBE/WBE Certification Section
2300 Dirkes Parkway
Springfield, IL 62764
217/782-5490
CONTACT: Certification Manager

State of Missouri-Office of Administration
Division of Purchasing & Materials Management
Minority Purchasing Unit
P.O. Box 809
Jefferson City, MO 65102
800/592-6019; 573/751-7276 (Fax)
CONTACT: MBE/WBE Certification Coordinator