



Request for Proposal #0010732

for

Healthcare Provider Payment Plan for Veterinary Customers

October 23, 2009

RFP 0010732
GENERAL INFORMATION FORM

1. **QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: Mark Cartwright, Phone: (540) 231-3333, e-mail: mcartwri@vt.edu.
2. **DUE DATE:** Sealed Proposals will be received until November 12, 2009 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.
3. **ADDRESS:** Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute And State University (Virginia Tech), Purchasing Department, 270 Southgate Center (0333), Blacksburg, Virginia 24061. Reference the Opening Date and Hour, and RFP Number in the lower left corner of the return envelope or package.
4. **PRE-PROPOSAL CONFERENCE:** See Section _____. for information regarding a pre-proposal conference.
5. **TYPE OF BUSINESS:** (Please check all applicable classifications). If your classification is certified by the Virginia Department of Minority Business Enterprise, provide your certification number: _____. For certification assistance, please visit: <http://www.dmbc.state.va.us/swamcert.html>.

_____ **Large**

_____ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Department of Minority Business Enterprise (DMBE) certified women-owned and minority-owned business shall also be considered small business when they have received DMBE small business certification.

_____ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

_____ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

6. **COMPANY INFORMATION/SIGNATURE:** In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
BILLING NAME (Company name as it appears on your invoice)		FEDERAL TAXPAYER NUMBER (If different than ID# above)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS

04/09

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract through competitive negotiations to arrange external financing payment plans for veterinarian customers with non-recourse payment to Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. CONTRACT PERIOD:

The term of this contract is for three (3) years, or as negotiated. There will be an option for five (5), one-year renewals, or as negotiated.

III. BACKGROUND:

Founded by the Virginia General Assembly in 1978, the Virginia-Maryland Regional College of Veterinary Medicine (VMRCVM) is a regional professional school built upon the strong foundations of two of the nation's leading land-grant universities: Virginia Tech in Blacksburg and the University of Maryland at College Park. The College operates three campuses, including the main campus installation at Virginia Tech, the Avrum Gudelsky Veterinary Center at College Park, and the Marion duPont Scott Equine Medical Center in Leesburg, Virginia. VMRCVM provides advanced clinical care for clients throughout the region. The main campus installation at Virginia Tech includes a hospital that provides primary, specialty and emergency level patient care to small animal clients as well as in-hospital and ambulatory treatment services to all large animals on a scheduled and emergency basis.

Virginia Tech's Marion duPont Scott Equine Medical Center is a premier full-service equine hospital located in Leesburg, Virginia, that offers advanced specialty care, 24-hour emergency treatment and diagnostic services for all ages and breeds of horses. Opened in 1984, the center includes board certified veterinarians in anesthesia, internal medicine, and surgery, as well as veterinarians in residency training programs, and licensed veterinary technicians.

Both Virginia Tech locations currently offer limited financing options to their customers. Given the tightening in credit markets, some customers have limited options to finance medical treatment for their animal(s). The university seeks to establish a contract that will allow the university to offer to customers varying payment option plans through the extension of credit by an unrelated third party with non-recourse payment to the university. Revenue for both facilities averages \$10 million to \$15 million per year, serving approximately 10,000 customers. This contract will not apply to operations at the University of Maryland at College Park location, except as may be specifically negotiated under Section V. regarding contract participation.

IV. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a trading partner within the eVA system.*

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/register/vendorreg.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: eVACustomerCare@dgs.virginia.gov, or call 866-289-7367 or 804-371-2525.

V. CONTRACT PARTICIPATION:

It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VI. STATEMENT OF NEEDS:

Virginia Tech desires to contract with a firm that can arrange for financing customers of veterinarian services rendered by the university, with non-recourse payment to the university.

Specific needs include:

A. Application and Approval Process

1. Contractor shall provide free of cost marketing materials, describing financing options and explicitly disclosing all costs related to financing as bore by the customer.
2. The university has a need for the customer to complete the credit application electronically from their own personal computer or for the university to fax or transmit electronically application to contractor.
3. The university needs decisions regarding credit approval/denial to be provided electronically to the university within a short time of transmitting applications to contractor.
4. The university has a need for flexibility to customize which payment option plans are offered to a customer, based on the care provided to the animal. The type of payment plan options may vary also between the main campus hospital at Virginia Tech in Blacksburg, Virginia and the Marion duPont Scott Equine Medical Center in Leesburg, Virginia.
5. If the contractor provides financing to customers via use of a credit card, contractor shall:
 - a. Lease to the university, free of charge any point-of-sale equipment required to process payments on behalf of contractor, and
 - b. Maintenance and any upgrades needed to said equipment shall be the responsibility of contractor, and
 - c. Point-of-sale equipment must not transmit data in clear text and must use strong cryptography and security protocols such as SSL/TLS or IPSEC to safeguard sensitive cardholder data during transmission over open, public networks, and
 - d. Credit card number must be masked, displaying at a maximum the first 6 and last 4 digits on all copies of the sales receipt, as generated by the point-of-sale equipment.

B. Remittance of Proceeds and Reporting

1. Contractor to provide proceeds net of service fee for veterinary services rendered, upon presentment of invoice(s) by University to contractor, via Automated Clearing House (ACH) deposits within 48 hours of notification to university designated bank account.

2. Any fees (excluding service fee) bore by the university related to financing provided by contractor shall be billed monthly to the university and not deducted from proceeds related to customer financing activity. The university will remit payment to contractor for said fees within 30 days of receipt of invoice, as mandated by the Prompt Pay Act in the Code of Virginia.
3. On a monthly basis, contractor to provide university with statement(s) of financing activity for which proceeds were deposited into university designated bank account. Financing activity for each location should be denoted separately and mailed to each respective location if web-based statements are not available.
4. The university requests to be notified of any customer disputes and will provide any requested information to contractor within a given number of days upon receipt of notification from contractor.

C. Regulatory Compliance

1. The contractor must protect the privacy of customer financial information and must meet the requirements of applicable federal regulations, including the Family Education Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act (GLB). The contractor must also meet the requirements under the Fair and Accurate Credit Transactions Act of 2003, specifically 16 CFR Part 681, regarding the Identity Theft Red Flags and Address Discrepancies Rule, and 16 CFR Part 660.3, regarding the Accuracy and Integrity of Information Furnished to Consumer Reporting Agencies.
2. Contractor's system must have strong internal account control processes and must meet the applicable requirements for AICPA, PCAOB, SEC, Sarbanes-Oxley, etc. and have annual external audits and compliance reviews that would allow the university to rely on the integrity of these internal control systems. Since the successful contractor would be a "service organization: as defined in the AICPA's Statement of Auditing Standards for Attestation Engagements Number 70 (SAS 70) "Reports on the Processing of Transaction by Services Organizations" the contractor must provide, upon request, to the university or the university's external auditors, such audit reports prepared by the contractor's independent external auditors to meet the requirements of SAS 70, and as subsequently amended by other SAS's such as SAS 78 and SAS 88.
3. If the contractor extends credit to customers by means of a branded credit card, the contractor must comply with the standards defined in the Payment Card Industry Data Security Standards (PCI DSS). During the term of this contract with the university, the contractor must maintain ongoing compliance with the PCI DSS.

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. General Requirements

1. RFP Response: In order to be considered for selection, Contractors must submit a complete response to this RFP. **One original and six copies** of each proposal must be submitted to:

Virginia Tech
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061

Reference the Opening Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

No other distribution of the proposals shall be made by the Contractor.

2. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the Contractor. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the contractor desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
 - e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a contractor shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Contractor must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Contractors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Contractor to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

B. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required services. Contractors are required to submit the following information/items as a complete proposal:

1. Financing Plans and Fees

Complete and return the Fee Worksheet, Attachment C and Rate Information Sheet, Attachment D, to include all one-time and all recurring costs (monthly and/or transaction based costs) for all services offered. Please include the cost, if any, of providing such audit reports as detailed in Section VI(C)(2).

2. Plan for Providing Services

- a. Describe your plan for providing the services described in Section VI.
- b. Describe your plan for training University employees regarding the consumer application, credit decision and provider payment processes.
- c. Describe options available for accepting applications
- d. Because the university has hospital facilities that are open on a 24 hours basis, describe your availability to respond to credit applications (specifically state hours per day, days per week service is available, plus

include any days/times offeror is not available), in addition to the availability of your customer support department to answer questions from university staff.

- e. Please provide the actual average response time (in minutes) for credit decisions made for the period of January 1, 2008 through June 30, 2009
- f. Indicate if the invoices described in Section VI(B)(1) must be in a form designated by the offeror or in a format designated by the University.
- g. Please state the day of the month that the statements described in Section VI(B)(3) would be received by the university and if web-based statements are available.
- h. Please provide the number of days the offeror requests the university provide a response to customer disputes.

3. Qualifications and Experience

Describe your qualifications and experience in providing services to veterinarian organizations affiliated with universities or other comparable large veterinarian practices.

4. References

Provide three (3) recent references from universities similar in size and complexity to Virginia Tech or comparable large veterinarian practices (if a university reference is not available), for which you have provided the services to veterinarian customers, as described herein in Section VI, Statement of Needs. Provide the length of time each institution has had an affiliation with your company in providing external financing options to their customers. Include the date(s) the services were furnished, the institutions name, address and the name and phone number of the individual and Virginia Tech has your permission to contact.

5. Small, Women-owned and Minority-owned Business (SWAM) Utilization:

If your business can not be classified as Small, Women-owned, or Minority-owned, describe your plan for utilizing SWAM businesses if awarded a contract. Describe your ability to provide statistical reporting on actual SWAM subcontracting when requested. If your firm or any business that you plan to subcontract with can be classified as SWAM, but has not been certified by the Virginia Department of Minority Business Enterprise, it is expected that the certification process will be initiated no later than the time of the award.

- 6. The return of the General Information Form and addenda, if any, signed and filled out as required.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Financing Plans and Fees	30
2. Plan for Providing Services	20
3. Qualifications and Experience	20
4. References	20
5. SWAM Utilization	10
Total	100

B. Award

Selection shall be made of two or more contractors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the contractors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each contractor so selected, Virginia Tech shall select the contractor which, in its opinion, has made the best proposal, and shall award the contract to that contractor. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one contractor has made the best proposal, a contract may be negotiated and awarded to that contractor. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment B for sample contract form.

IX. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted to:

Virginia Polytechnic Institute and State University
Accounts Payable
201 Southgate Center
Blacksburg, VA 24061

X. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.purch.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XI. CONTRACT ADMINISTRATION:

- A. Kenneth Miller, University Controller, at Virginia Tech or his designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Purchasing Department through a written amendment to the contract.

XII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

XIII. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B - Standard Contract Form
Attachment C - Fee Worksheet
Attachment D - Rate Offering Sheet

ATTACHMENT A

TERMS AND CONDITIONS

RFP General Terms and Conditions

See http://www.purch.vt.edu/html.docs/terms/GTC_RFP_080409.pdf

Special Terms and Conditions

1. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and addressed as follows:
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061
Reference the opening date and hour, and RFP Number in the lower left corner of the envelope or package.
If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. No other correspondence or other proposals should be placed in the envelope. Proposals may be hand delivered to the Virginia Tech Purchasing Department.
7. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Virginia Tech, but shall be an independent contractor.
Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Virginia Tech, or to otherwise act on behalf of Virginia Tech, except as Virginia Tech may expressly authorize in writing.
8. **INSURANCE:**
By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
During the period of the contract, Virginia Tech reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - \$100,000.00

C. General Liability - \$500,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - \$500,000.00

The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

- 9. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On RFP Cover Page

Attention: Name Of Person Signing RFP

If to Virginia Tech:

Virginia Polytechnic Institute and State University
Attn: Mark Cartwright
Purchasing Department (0333)
270 Southgate Center
Blacksburg, VA 24061

and

Virginia Polytechnic Institute and State University
Attn: Ken Miller
Controller's Office (0312)
201 Southgate Center
Blacksburg, VA 24061

- 10. SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

ATTACHMENT B

**Standard Contract form for reference only
Offerors do not need to fill in this form**

**COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT**

Contract Number: _____

This contract entered into this ____ day of _____ 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The contract documents shall consist of this signed contract, Request For Proposal Number _____ dated _____, together with all written modifications thereof and the proposal submitted by the Contractor dated _____ and the Contractor's letter dated _____, all of which contract documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: _____ Virginia Tech

By: _____ By: _____

Title: _____

ATTACHMENT C - FEE WORKSHEET

Vendor Name:

Vendor should complete all grey shaded boxes.

ONE TIME COSTS (Assume all costs would be incurred in Year 1)

Enrollment Fee

Equipment Purchase

Administrative Fee

Other

(Please describe)

Other

(Please describe)

Total

Year 1

Year 2

Year 3

\$

xxxxxxx

xxxxxxx

\$

xxxxxxx

xxxxxxx

\$

xxxxxxx

xxxxxxx

\$

xxxxxxx

xxxxxxx

\$

xxxxxxx

xxxxxxx

Subtotal

\$

\$

Comments - One Time Costs

ANNUAL RECURRING COSTS

Annual administrative fee

Equipment lease

Equipment maintenance

Other

(Please describe)

Other

(Please describe)

Other

(Please describe)

\$

Subtotal

\$

Total Yrs 1-3

Year 1

Year 2

Year 3

\$

\$

\$

Comments - Annual Recurring Costs

ATTACHMENT C (CONT'D)

TRANSACTION COSTS

Leave blank if the financing term requested is not offered

Invoice Amount	\$250	\$750	\$1,000	\$1,500	\$2,000	\$250	\$750	\$1,000	\$1,500	\$2,000	\$4,000	\$10,000	\$15,000
Financing terms requested	3 months, no interest	6 months, no interest	12 months, no interest	18 months, no interest	24 months, no interest	3 months, interest deferred	6 months, interest deferred	12 months, interest deferred	18 months, interest deferred	24 months, with interest	36 months, with interest	48 months, with interest	60 months, with interest
- Service Fee* (\$)													
-Service Fee – Rate (%)													
-Discount Fee **(\$)													
-Discount Fee – Rate (%)													
-Other Fee ***(\$)													
-Other Fee – Rate (\$)													
-Other Fee (\$)													
-Other Fee – Rate (%)													
Net proceeds to University	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

***Service Fee** - processing fee contractor subtracts from the proceeds associated with a sales financed by the contractor’s payment plan, as a percentage of the authorized sales value

****Discount Fee** – customarily referred to as merchant discount fees, the fees charged by an acquiring bank to process credit card sales

*****Please describe all other fees**

ATTACHMENT D – RATE OFFERING WORKSHEET

Vendor Name:

Vendor should complete all grey shaded boxes.

No Interest Payment Plans

		Service Fee (%)	Minimum Transaction (\$)
3	Months		
6	Months		
12	Months		
18	Months		
24	Months		
Other	Months		
Other	Months		

Deferred Interest Plans

		Service Fee (%)	APR (%)	Minimum Transaction (\$)
3	Months			
6	Months			
12	Months			
18	Months			
24	Months			
Other	Months			
Other	Months			

Please describe terms of deferred interest plans

Extended Payment Plans

		Service Fee (\$)	APR (%)	Minimum Transaction (\$)
24	Months			
36	Months			
48	Months			
60	Months			
Other	Months			

Standard Revolving Plan

Service Fee (%)	APR (%)	Minimum Payment - % of outstanding balance