



UNIVERSITY OF CENTRAL OKLAHOMA

UNIVERSITY OF CENTRAL OKLAHOMA
ADMINISTRATIVE SERVICES - PURCHASING

REQUEST FOR PROPOSAL

For

Housing Management Software
RFP NO.2007P122

ISSUE DATE: December 20, 2006

PROPOSAL DUE DATE / TIME:

January 19, 2007 @3:00PM, C.T.

IMPORTANT NOTICE

IF YOU ARE NOT RESPONDING: 1. CHECK THE BOX FOR "NO RESPONSE", 2. ADD THE REASON FOR YOUR NON- RESPONSE, 3. SIGN, DATE, AND FAX BACK THIS COVER PAGE ONLY, TO 405-974-3875

1. ☐ NO RESPONSE

2. COMPANY NAME: _____

3. OUR REASON FOR "NO RESPONSE":

FULL REQUEST FOR PROPOSAL (RFP) LOCATED AT:

<http://administration.ucok.edu/purchasingpayables/s/solicitations.htm>.

FULL REQUEST FOR PROPOSAL (RFP) can also be requested by calling (405) 974-3340

DIRECT ALL QUESTIONS & INQUIRES TO:

Primary Contact

Julie Baer

Director of Procurement

E-Mail: jbaer@ucok.edu

FAX 405-974-3838

Secondary Contact

Louise Rahman, Buyer

Bids & Contracts

E-Mail: wrahman@ucok.edu

FAX 405-974-5006

1.0 The University of Central Oklahoma (UCO)

1.1 About the University

If you are not familiar with UCO you can find information about our University at the University's Web Site www.ucok.edu.

2.0 GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSERS

2.1 Original RFP Document

The UCO Bids & Contracts Department shall retain the Request for Proposal (RFP), and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor's submission, is grounds for immediate disqualification.

2.2 Schedule of Events

The following is a tentative schedule that will apply to this RFP, however, UCO reserves the right to make changes in accordance with the University's needs.

Action	Date
Issue RFP	12/20/06
Pre-Proposal Conference	N/A
Last day for Vendor to submit written questions	1/11/07
RFP Closing Date and Time	1/19/07
Evaluation Period	TBD
Vendor Presentations	N/A
Notice of Award	TBD
Post Award Meeting	N/A
Implementation	TBD

2.4 Pre-Proposal Conference N/A

If a pre-proposal conference has not been scheduled, UCO reserves the right to schedule a pre-proposal conference at a later date PRIOR to the due date of the Proposal if, in the sole judgment of UCO, there is a need for such conference.

2.5 Pre-Proposal Site Visit N/A

(Should a site visit to UCO be considered mandatory, you will be given specific information pertaining to this visit.) Generally site visits are required if the project is such that the vendor must have actual knowledge of the physical situation relative to the solicitation in order to submit a valid response.

2.6 Accommodations for People with Disabilities

If the vendor or any of the vendor's employees participating in this RFP need, or have Questions about the University's accommodations for people with disabilities please make arrangements with the UCO Purchasing Office by telephone (405) 974-2391, or by facsimile (405) 974-3838. Requests should be made as early as possible to allow time to arrange the accommodation(s)

2.7 Performance Bond, Insurance or Similar Requirement

Vendors should read this document closely to determine whether a performance bond or similar requirements are indicated for this RFP. If so, vendors should ensure that

complete and competent evidence of such coverage is provided to the University in their proposal package. The Bond and insurance are required to be in effect and cover 100% of the project till accepted in total by UCO.

2.8 Originals/Copies - Submission Deadline and Location

The PROPOSAL and all attachments are to be included one original signature copy, marked "ORIGINAL" along with five (5) photocopies of your proposal marked "Copy 1" thru "Copy 5", each of the foregoing individually sealed or packaged. The signer of the PROPOSAL for the vendor must be a legally authorized representative capable of binding through contract the vendor and vendor's organization. PROPOSAL may be bundled and all packages above can be sent together for shipping purposes. Any confidential, or proprietary information must also be sealed in a separate envelope within the submission envelope/package and clearly marked CONFIDENTIAL/PROPRIETARY. ***Facsimile Proposals will NOT be accepted.*** All Proposals must be submitted and received by the University **NO LATER THAN 3:00PM, CT, Friday, January 19, 2006.**

Proposals shall be addressed as follows with the "University of Central Oklahoma Request for Proposal # 2007P122 " clearly marked on the outside of the sealed package to:

University of Central Oklahoma, Administrative Services,
Attention: Purchasing
Lillard Administration Bldg., Room 109,
100 North University Drive,
Edmond, OK 73034.

Office hours for receipt of proposals are: Monday through Friday, 9A.M. through 5P.M., Central Time. Offers may be hand delivered, express mailed, or otherwise sent to arrive prior to the closing time set for receipt of offers, as determined by the clock in the UCO Purchasing office. The University of Central Oklahoma will be closed for the Holidays beginning Friday, December 22, 2006 and reopen on Tuesday, January 2, 2007. The University of Central Oklahoma is also closed on Monday, January 15, 2007 for Martin Luther King Day.

2.9 Communication, Questions, Inquires

From the date of issuance of the Request for Proposal to the closing date for submission of proposals, the Proposer must NOT make available or discuss any part of his/her proposal, or any part thereof, with any employee or agent of the University, unless prior permission is requested in writing by the Proposer and granted in writing, from the Director of Purchasing or designee. The sole contact between the University and Proposer for questions, inquiries, clarifications or interpretations to the terms and conditions, process, procedures, language, and/or specifications of the RFP is the Directory of Purchasing or designee. For communication purposes all questions and inquires regarding this document shall be directed in writing to the attention of

Primary Contact:

Julie Baer, Contract Administrator
FAX (405) 974-3838
E-mail: jbaer@ucok.edu

Secondary Contact

Louise Rahman, Buyer
FAX (405) 974-5006
E-mail: WRahman@ucok.edu

Questions and information request may be submitted as they occur, but NOT LATER THAN 1:00PM, CT, Thursday, January 11, 2007. Include a cover page with facsimile and indicate the number of pages transmitted. *Please reference "Questions for RFP# 2007P122" on any correspondence.*

3.0 ADDITIONAL RFP INSTRUCTIONS & CONDITIONS GOVERNING THE PROPOSAL

- 3.1 Specific Proposal Instructions, Organization, Preparation, Submission & Opening.** RFP Instructions pertaining to this document are available at http://administration.ucok.edu/purchasingpayables/s/solicitation_documentation.htm. All proposals submitted must meet the requirements of these instructions and the "UCO Purchasing Affidavit", attached herewith, is a required portion of the submitted proposal.

4.0 TERMS AND CONDITIONS GOVERNING THE RESULTING CONTRACT

4.1 UCO Standard Terms & Conditions.

Standard Solicitation Terms & Conditions are available at the following web address: http://administration.ucok.edu/purchasingpayables/s/solicitation_documentation.htm.

All proposals submitted must include the "UCO Purchasing Affidavit" in order to be considered complete.

4.2 In the event of a conflict between or among any provision contained in the resulting contract.

Such conflict shall be resolved in the following order, most effect to least effect: 1) Original RFP, 2) Negotiations on those matters eligible for negotiation which have been set down in writing; 3) Additional agreements and/or stipulations that are in writing, and 4) Vendor's proposal.

4.3 Specific and Unique Terms and Conditions applicable to this RFP.

The following Terms and Conditions, along with the UCO Standard Terms and Conditions, incorporated by reference, will become part of any Agreement resulting from this RFP between the University and the PROPOSER:

- A. All pricing must be inclusive of all shipping, handling, delivery and installation charges, including travel related expenses.
- B. The Proposer must identify and list clearly and conspicuously any exceptions taken to any section(s) or requirement of this RFP. Proposer shall list these exceptions referencing the section and paragraph where the exception exists and identify the exception and the proposed working for the Proposer's exception. Proposer shall list these exceptions under the heading of "Exceptions to the Proposal."
- C. The fulfillment of the resulting contract will not be deemed complete, nor final payment made, until acceptance testing has been performed and system is deemed operational by the assigned University of Central Oklahoma authority.

- D. All work must be accomplished during normal UCO business hours, without interference to UCO's educational operation and must allow UCO to remain operational with minimal down time. Down time for any UCO system must be approved in writing by the appropriate UCO official.
- E. This is a firm fixed price RFP. Please state all costs clearly and completely; UCO will not accept hidden costs or costs not disclosed in response to this RFP.
- F. This is a fixed-lot RFP, with a single supplier award.

5.0 SPECIFICATIONS

Specifications – Housing Management Software

The University of Central Oklahoma is seeking qualified firms to provide a software tool designed for higher education housing management. Software tool must offer a real-time environment to assist in two primary areas: student management which includes online contract submissions, assignment and billing processes; and maintenance management to include facility inventory and replacement scheduling. Services required will be for licensing, installation, maintenance, and implementation assistance. Requirements for this system are at a minimum, but not limited to, the following.

A. Minimum Requirements

1. Operations

a. Student information

- 1) System must have full capability to share demographic information with SCT Banner, as indicated below:
 - a) Name, Date of Birth, Student Number, Gender, etc.,
 - b) Must have unlimited demographic fields
 - c) Must have the ability to link to campus ID database to provide student pictures and demographic information.
 - d) Must have the ability to link with various "one-card" programs.
- 2) System must have full capability to access student history for an unlimited period of time as indicated below:
 - a) Room assignments
 - b) Billing and collections history and memos
 - c) Time period in campus housing
 - d) Maintenance history
 - e) Exit interview
- 3) System must have a fully capable self-serve web/on-line area for student to update profile information as indicated below:

- a) Demographics and contact information, i.e. forwarding address, etc.
 - 4) System must have full capability to input and track hall and room preferences online as indicated below:
 - a) Preferences can be set for defined periods of time, i.e. Fall/Spring, Summer, upcoming year, and interim periods.
 - b) System must contain unlimited user-defined preferences by student, i.e. hall, room type, roommate preferences, smoking preferences.
 - 5) System must have integrated control features, as indicated, but not limited to the following:
 - a) Checks and warnings for duplicate entries
 - b) Confirmation of deletions and modifications.
 - 6) System must include a "MyHousing" type of page through the University Student Information Portal, a Luminus system, as indicated below.
 - a) Must authenticate access via a single sign-on protocol,
 - b) Must provide unlimited ability to post student profile information for student view, such as, but not limited to, the following:
 - 1. Application status
 - 2. Assignment
 - 3. Billing
- b. Assignments
- 1) System must include a fully web-based application and assignment process as indicated below.
 - a) Point and click student room selection with graphical floor plan interface (similar to airline seat selection).
 - b) Student profile preferences visible for roommate selection.
 - c) Ability to provide a virtual tour of room within the room selection process is preferred.
 - 2) System must be capable of fully automated "forced" assignment processes based on student preferences and demographics.
 - 3) System assignment process must be fully integrated with system billing options as indicated below.
 - a) System to limit contract applications to one per student.
 - b) System to reject assignment requests from students with incomplete files.
 - c) System to confirm file completion and assignment via email.
 - 4) System must have the ability of using unlimited student preferences in assigning rooms.

- 5) System must have the ability to differentiate room selection process by student status, i.e. Freshmen are assigned through online contract and forced batch, Seniors are assigned through point and click possibility.
 - 6) System must have the ability to block beds, rooms, floors, buildings for assignment based on user-defined department business rules as indicated, but not limited to, the following.
 - a) Capability of identifying and assigning rooms based on thematic or living-learning communities.
 - 7) A fully web-based cancellation process is preferred. Such preference includes detail as indicated below:
 - a) Student submission of cancellation form.
 - b) Scheduling of check-out.
 - c) Electronic staff notification.
 - d) On-line exit interviews.
 - 8) System must include full capability to track room status as indicated below.
 - a) Must include fully customizable fields, i.e. active, maintenance off-line, etc.
 - 9) System must fully support and include on-line contract submission as indicated below.
 - a) Agreement to terms via point and click.
 - b) Integration to billing system in SCT Banner.
 - 10) System must include management tools, including, but not limited to, the following. All management tools must be fully integrated with system assignment and billing processes.
 - a) Priority sign-up, i.e. returning resident sign-up.
 - b) Check-ins.
 - c) Waiting lists.
 - d) Room change process during semester.
 - 11) System must fully support and include handheld wireless checkout, room inventory, and damage billing processes.
- c. Billing
- 1) System must include the ability automatically generate billing statements and automatically export charges to University SCT Banner System.
 - 2) System billing process must be fully integrated with assignment and check-out portions of the system.

- 3) System must include the capability to adjust billing in the event of a change and export said changes to University SCT Banner System. Examples of such change are as indicated, but not limited to, the following.
 - a) Room change
 - b) Broken contract
 - c) Prorated charges.
 - 4) System must include the ability to manage multiple billing rates, contract types, and billing terms as indicated below.
 - a) Different rates for different types and terms
 - b) Flexibility with regard to payment due dates, billing plans, and billing terms.
 - 5) System must be fully capable of automated billing for room damages through check-out.
 - 6) System must include the ability to manually adjust fees on student accounts.
 - 7) System must provide a "review then post" option for billing; this functions as a control to review billing prior to posting to student accounts.
 - 8) System must support customized querying, reporting, and generation of billing statements and letters.
 - 9) System must have the capability to accept any date as the final due date.
- d. Reports
- 1) System must include predefined reports.
 - 2) System must include customizable reporting options.
 - 3) System must be such that reports are easily generated, viewed, printed and/or saved to Excel or other formats.
 - 4) System must include mail merge capabilities for specific criteria, with easily modified documents. This includes, but is not limited to, the following.
 - a) Letters to be automatically created in Word, but still be editable.
 - 5) System must include analysis tools including the ability to create visual charts such as:
 - a) Occupancy or maintenance History of a room on a timeline
 - b) Summer conference scheduling table for hall/floor/room

- 6) System must include the ability to create electronic communications from within the system, such as email to students.
- 7) System must include the ability to track all communication created and sent to students.

2. Conferences

a. Group Management

- 1) System must allow for individualized conference group development and tracking as indicated below.
 - a) Room assignment
 - b) Billing
 - c) Contact management, including:
 - i. Ability to create electronic communications
 - ii. Complete tracking of communications created and sent to groups.
- 2) System must include comprehensive group assignment tools identical to student assignment tools described in section 5.A.1.b. of this document.
- 3) System must include the ability to automatically create a conference home page for use by staff that includes the following data in both report and graphical formats.
 - a) Rooms used
 - b) Date(s) occupied
- 4) System must include the ability to generate lists for staff use as indicated below.
 - a) Group check-in by date.
 - b) Group check-out by date.
 - c) All groups in Housing at any time.
 - d) Linen placement, cleaning and replacement.

3. Facilities and Custodial

a. Room Status

- 1) System must include the ability to create an indefinite number of room status profiles as indicated, but not limited to, as shown below.
 - a) Offline, plumbing
 - b) Online
 - c) Offline HVAC
 - d) To be cleaned
- 2) System must include the ability to create a listing of rooms in any status and work orders related to each and any room.

- 3) System must include the ability to store, maintain, and recall maintenance history of any room, floor, or building upon demand.

b. Work Orders

- 1) System must include the ability to submit work orders online.
- 2) System must include the ability to assign a maintenance worker to specific buildings.
- 3) System must include a fully customizable assignment of status to work order.
- 4) System must include the fully customizable ability to create queries and reports by, but not limited to, the following.
 - a) Hall
 - b) Date requested
 - c) Type of repair
 - d) Status of repair
- 5) System must include the ability to electronically communicate with the requestor of changes in status of the work order.

c. Inventory

- 1) System must include the capability to create an unlimited number of pieces in a room and attribute to room inventory as indicated below.
 - a) Beds
 - b) Desks
 - c) Chairs
- 2) System must include bar-coding capabilities or equivalent identification tools to allow connection of inventory status to room checkout process.
 - a) Ability to update system through the use of a handheld computer during resident check-in and check-out is preferred.
- 3) System must include the capability to generate inventory replacement reports and perform scheduling of same.
 - a) Ability to create order details from inventory status as a result of resident check-out is preferred.
- 4) System ability to compile and print resident room inventories based on inventory status is preferred.

4. Conduct

- a. System must include the ability to allow various password approved users to create incident reports online and send automatically to specified individuals.
 - 1) The capability to create such reports via handheld device is preferred.
- b. System must include the ability to edit incident reports online.
- c. System must include the ability to create and edit student profiles (all data) online.
- d. System must include the ability to create user-defined violation categories.
- e. System must include the ability to create user-defined incident status categories.
- f. System must include the ability to store and maintain a history of all incidents by student. Querying and report generation is required by all fields.
- g. System must functionally link all conduct incidents and status to room assignments and student database.
- h. System must include the ability to schedule hearings.
- i. System must include the ability to manage student conduct hearing including scheduling, board member invitations, etc.
- j. System must include report generation as needed. User must be able to adjust margins and printing format. The following reporting is required at a minimum.
 - 1) By date of incident
 - 2) By name (First, middle initial, or last)
 - 3) By location
 - 4) By gender
 - 5) By type of violation
 - 6) By corresponding incidents
 - 7) By open or closed case
 - 8) Completed sanctions
 - 9) By Incident report number
 - 10) By time of incident
 - 11) By whether a police report was taken
- k. System must include the ability to assign and manage case workers.
- l. System must include narrative sections (incident reports, case management, letters, etc..) that allow users to cut and paste and/or convert data between itself and Microsoft Word.
- m. System must include the ability to email reports as required.

B. Technical Requirements and Required Information

1. System Infrastructure

- a. Describe the types of Operating Systems that may be used with your product.
- b. Describe the types of Database Platforms that may be used with your product.
- c. Please describe operating systems that may be used for administrative workstations.
- d. System must support at least 30 + concurrent, interactive administrative users, with multiple processes in a networked environment without slowdown. (Specify the type(s) of licensing required to support 30 + concurrent administrative users.)
- e. System must support at least 3000 concurrent web-based users without slowdown. (Specify the type(s) of licensing required to support 3000 concurrent web users.)
- f. The system must operate through networked workstations.
- g. Describe how the Product integrates with standard databases and data applications.
- h. Product should support the most common export file types, including but not limited to CSV, MS Excel, XML, HTML, PDF, etc.
- i. Product must be based on non-proprietary/open architecture.
- j. Product must use message based TCP/IP communication architecture.
- k. License allows for installation/configuration of a second system for testing and training.
- l. System must have ability to backup and restore files.
- m. System must have time-out of inactive web users.

2. System Security

- a. Product must have the ability to implement / integrate with SSL.

- b. System must support use of pass-through Authentication for access to SQL database resources.
- c. System supports authentication against an LDAP.
- d. Security is assigned to groups with varying levels of data access.
- e. Describe your system's transaction (audit trail) log of all changes, deletions, and additions to the security table.
- f. Security violations are logged in a security error log.
- g. Security system allows for user to have a unique ID and password, rather than a departmental group ID.
- h. Product allows for UCO to define its own security and confidentiality rules.
- i. Sign-on accomplished through a non-display character password.
- j. Software provides for the creation, deletion, modification, and display of user accounts under the control of the system administrator.

3. Interfaces

- a. Please describe your recommended process for seamless interfacing with the following systems and your company's experience interfacing with SunGard SCT Banner® Systems, SunGard SCT Luminis, and TouchNet® ePayment and eBilling systems. The flow of information must occur both to and from these systems. Preferably, the data moved through the interface would occur in real time.
- b. Product must have the ability to automatically interface data with SunGard SCT Banner® System.
- c. Product must provide mechanisms for integration as a channel with the Sungard SCT Luminis products. Please describe these mechanisms.
- d. Product must have the ability to automatically interface data with TouchNet® ePayment and eBilling systems.

4. Hardware Configuration

- a. Please recommend configurations for computer hardware required for a successful implementation. All hardware components required for the complete installation must be included.

- b. Hardware proposals should support a minimum of 30 and up to 50 administrative users and 3000 web-based student/RA users.
 - c. Proposing firm is responsible for determining the resources needed by UCO. The recommended approach is to rely heavily on present installations of the proposed system at comparably sized organizations with comparable functions and features.
 - d. Describe the recommended hardware configuration for the servers to run the base system and, if necessary, each subsystem. Please be specific as to the quantity and hardware specifications:
 - 1. Memory
 - 2. Processor(s)
 - 3. Network Adapters
 - 4. Disk Architecture
5. Disk Storage
- a. Specify each server's disk storage requirements for the initial and projected volume of transactions, recommended interfaces (e.g., network share; SAN).
6. Printing
- a. UCO's network includes Laser Jet printers. Please identify proposed solution's ability to print to these network printers using Windows TCP/IP print queues.
7. System Components
- a. For all components of the proposed system software, provide the following information:
 - 1) Operating System
 - 2) Software name
 - 3) Release number (version)
 - 4) Release date (date version released)
 - 5) Language written in
 - 6) First availability date
 - b. Indicate the name(s) and type of licensing required of all utility software required by the application.
 - c. Describe your commitment to keeping versions, releases and service packs up to date.
7. Application Flexibility and Enhancement Options

- a. Describe the types of expansion and enhancement options provided by the design of your system; e.g., adding forms and fields, changing table values.
- b. Please briefly describe the system architecture of the proposed system (e.g., use of table-driven options and use of new software technologies) that maximize customization and system maintenance productivity.
- c. Describe your willingness to provide a working copy (not a demo) of your program for our evaluation.

8. Application Programming Language and Enhancements

- a. State the programming language(s) used in your system.
- b. Please list the date and scope of each major enhancement to the system made during the past two years.
- c. Are package enhancements and corrections to system bugs automatically distributed to users? Is this service included in the maintenance price?
- d. Describe the tools available to the user for modification of the delivered system. Discuss what can and cannot be modified by the user using these tools. Discuss the expertise and training necessary to use the tools. Describe the vendor support available for these activities.
- e. Describe your procedures for testing, training, and implementing new releases or enhancements while minimizing downtime and interruption of production users.
- f. Are upgrades included as part of your service agreement?
- g. Describe any client server attributes your application utilizes by outlining how functionality is distributed between different platforms and what tools are used to achieve the integration.
- h. Software must come with adequate documentation and extensive online help.

9. Workstations

- a. Describe the minimum and recommended PC workstation configurations (CPU, RAM, disk size, etc.) for use with the Housing System.

10. Administrative Support

- a. Please describe the number of personnel and skills required for supporting the product software and hardware systems.

C. Additional Information

1. The University of Central Oklahoma (UCO) Housing Department currently operates over 1,800 beds.
2. UCO expects to add 400-700 beds in the next 10 years.
3. The current UCO enterprise system is SCT Banner.
4. The current UCO portal system is SCT Luminus.

D. Additional Proposal Requirements

1. Proposal costs must be inclusive of all costs including integration, installation, configuration, implementation, training and maintenance services.
2. Proposal must include 3 references for the product used in a higher education setting, to include contact name, institution, telephone number, and email address.
3. Proposal must include detailed timelines for each of the following with identified, measurable milestones for each:
 - a. Installation
 - b. Configuration
 - c. Implementation
 - d. Training

If multiple timelines (for optioned items) are offered, please ensure a clear understanding of all the costs associated with each.

4. Proposal must include all support packages available for purchase with clearly delineated costs for each.

Terms and Conditions Unique to this RFP

- A. All pricing must be inclusive of all shipping, handling, delivery and installation charges, including travel related expenses.
- D. The Proposer must identify and list clearly and conspicuously any exceptions taken to any section(s) or requirement of this RFP. Proposer shall list these exceptions referencing the section and paragraph where the exception exists and identify the exception and the proposed working for the Proposer's exception. Proposer shall list these exceptions under the heading of "Exceptions to the Proposal.
- E. Proposal must include 3 reference for the product used in a higher education setting, to include contact name, institution, telephone number, and email address.

6.0 COST OF PROPOSAL - PRICING STRUCTURE

6.1 Provide.

The total costs of proposed item(s), service(s), proposed solution(s), indicating whether each costs is one-time, incremental, or recurring costs for UCO after completion, should be clearly delineated within the proposal.

6.2 Payment Terms, Incentives and Penalties.

If payment is required on other than a 30 day (Monthly) basis by appropriate invoicing please identify what the VENDORS requirements are.

6.3 Other Costs

If a form for costing your proposal is not supplied by UCO in the Specifications, Section 5 above, then list on a separate sheet, any other costs, not included in the above, necessary to provide the equipment, goods or services of your proposal. Include associated cost and the reasons therefore. UCO must be able to clearly understand your PROPOSAL and the cost structure you propose.

ATTACHMENT A**MUST BE COMPLETED, SIGNED, NOTORIZED, AND RETURNED**

STATE OF _____

ss

COUNTY OF _____

UCO PURCHASING AFFIDAVIT

I, _____, of lawful age, being first duly sworn, on oath say:

1. That I am the agent authorized by the bidder _____ (Company/Firm Name) to submit the attached bid, which bid/proposal is a legal and binding offer and that by signing below he/she has authority to make said offer and bind the offering company, with minor differences and informalities to be resolved by negotiation prior to acceptance of the offer by UCO.

2. That this proposal is submitted in response to Request for Proposal _____ issued by the University of Central Oklahoma, and the undersigned and firm agree to be bound by the content of this proposal, that the undersigned have read and have complied with the **RFP INSTRUCTIONS AND CONDITIONS GOVERNING THE PROPOSAL** located at http://administration.ucok.edu/purchasingpayables/s/solicitation_documentation.htm, and agrees to comply with the UCO Standard Terms and Conditions and any specific terms and conditions and provisions of the referenced Request for Proposal (RFP) and any addenda thereto in the event of an award to the firm, exceptions are to be noted as stated in the RFP, and the company's/firm's proposal shall remain in effect for a period of _____ () calendar days as of the Due Date for responses to the RFP, and that the person(s) authorized to negotiate in good faith on behalf of this firm for purposes of this Request for Proposal are:

Print Name_____
Print Title_____
Print Name_____
Print Title_____
Print Name_____
Print Title**3. Business Relations Section [Check this Box if not applicable],**

A. That the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year to the date of this statement with the architect, engineer, or other party to the project is as follows: (if None, put "None")

(attach additional sheets as necessary)

B. That Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows: (if None, put "None")

(attach additional sheets as necessary)

Due Date / Time: Friday, January 19, 2007 @3PM, CT

C. That Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows: (if None, put "None")

Q. 4. Non-Collusion/Conflict Of Interest section, (attach additional sheets as necessary)
[With regard to any competitive bid for goods or services, which is issued by the State of Oklahoma or any of its agencies, Oklahoma laws require each vendor to execute and submit a notarized sworn Statement of Non-Collusion/Conflict of Interest, the following section of the Purchasing Affidavit fulfills that requirement.]

A. That by signing below, Proposer/Supplier certifies that in accordance with 74 O.S. §85.23, he/she or firm does not have any substantial conflict of interest sufficient to influence the proposal process on this proposal.

B. That (s)he is the agent duly authorized by the Bidder/Supplier to submit the attached bid for the purpose of certifying the facts pertaining to the giving of things of value to government personnel in order to procure said contract;

C. That (s)he is fully aware of the facts and circumstance surrounding the making of the bid/contract to which this statement is attached and has been personally and directly involved in the proceedings leading to the procurement of said contract; and

D. That Neither the Bidder/Supplier nor anyone subject to the Bidder/Supplier's direction or control has paid, given or donated or agreed to pay, give or donate to any office or employee of the State of Oklahoma or the University of Central Oklahoma any money or thing of value, either directly or indirectly, in procuring the contract to which this statement is attached; and

E. That in accordance with 74 O.S. §85.42.b, the Bidder/Supplier further certifies that no person(s) who has been involved in any manner in the development of that contract while employed by the State of Oklahoma or University of Central Oklahoma shall be employed to fulfill any of the services provided for under said contract.

F. That the Bidder/Supplier has not colluded with other actual or potential Bidder/Suppliers to influence the outcome of this Invitation to Bid by agreeing on what to offer, not to offer, or any other such communication, either directly or indirectly, in procuring the contract to which this statement is attached.

Further Affiant sayeth Not.

Signed
Title: _____

Company
F.E.I.N.# _____

Subscribed and sworn to before me this ____ day of _____, 20__.

(SEAL)

Notary Public Commission No. _____

My Commission Expires: _____

12/20/2006

ATTACHMENT B**MUST BE COMPLETED, SIGNED, AND RETURNED****VENDOR QUALIFICATION / FINANCIAL RESOURCE STATEMENT**

The undersigned agrees that the response to this bid / proposal is a legal and binding offer and that by signing below he / she has authority to make said offer, identify the contact point and those authorized to negotiate for the company / firm, the contact and other information presented is current and accurate, and the company / firm is financially responsible and capable of fulfilling its financial obligations and responsibilities under this bid / proposal.

A. Authorized negotiator(s): if different from person signing form or in addition to person signing form if any (if 'none' so state by initialing): _____ None

INITIALS

- | | |
|-----------|-------------------|
| 1. _____ | _____ |
| Signature | Print / Type Name |
| 2. _____ | _____ |
| Signature | Print / Type Name |
| 3. _____ | _____ |
| Signature | Print / Type Name |

B. Official Contact Address (include phone# and fax#):

C. Type of Organization:

If incorporated, in what year and which state(s): _____

_____ Sole Proprietorship	_____ Partnership
_____ Private Corporation	_____ Public Corporation
_____ LLC	Other (Explain): _____

D. Description of Business:

Number of locations or branches: _____

Number located in the State of Oklahoma and where: _____

Number of person currently employed (company wide): _____

Number located in the Sate of Oklahoma: _____

Original date of Establishment (if not incorporated): _____

Classification: [] Small Business [] Disadvantaged [] Women-Owned

Total number of years in business: _____

Total number of years in business requested by RFP: _____

Due Date / Time: Friday, January 19, 2007 @3PM, CT

Type of Work:

☐ Manufacturer
 ☐ Distributor
 ☐ Retail Dealer
☐ Service
 Other: _____
☐ Business Enterprise

Certification / License Nos. assigned and from whom (if any): _____

_____ Construction:

☐ General Contractor ☐ Design-Builder ☐ Material Supplier _____
Indicate Type

☐ Sub-Contractor: ☐ Mechanical, ☐ Plumbing, ☐ Electrical,

[] Other sub: _____
Indicate Type

E. Financial Resource Information:

[The following information will assist UCO in evaluating the comparative financial resources of competing Bidder/Suppliers. It is understood and acknowledged that the information is requested by UCO solely as an indication of the Bidder's fiscal responsibility.]

Dun & Bradstreet Bidder/Supplier's number _____

F.E.I.N. # _____

The Bidders primary bank:

Name: _____

Address: _____

Account Manager: _____

Telephone number(s): _____

Fax number(s): _____

Note: If the current bank account has existed less than one year, then furnish the above information for the previous bank as well.

IF requested will you provide a Financial Statement : _____ Yes _____ No

If 'Yes' will it be Audited_____ or Reviewed_____

The above and foregoing are true and correct to the best of my knowledge.

Witness, this _____ day of _____, 20____, by:

Signature

Typed / Printed name

Title

Due Date / Time: Friday, January 19, 2007 @3PM, CT

Company / Firm

ATTACHMENT C**MUST BE READ, SIGNED, AND RETURNED****Certificate of Compliance with Executive Order 11246 (as amended)**☐ For Contracts/ Subcontracts in excess of \$10,000☐ For Contracts in excess of \$50,000 or Contractors with over 50 employees

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order No. 11246 of Sept. 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States." [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230]

By signature below, I / we agree (check the box that is appropriate, date and sign):

☐ to comply with the terms of Executive Order 11246 for the purposes of the solicitation to which this is appended. Or,☐ that I/we (said organization) is already in substantial compliance with Executive Order 11246.

Witness my hand this _____ day of _____, 20____.

Signature_____
Print Name

Company / Firm