



Request for Proposal: #07-427237106A-JEM

Pre-Bid Conference: ☒ Mandatory ☐ Non-Mandatory ☐ Not Applicable

Pre-Bid Date/Time: January 12, 2007 2:00 P.M. ET

Pre-Bid Location: Baker Systems, Room 120

RFP Open Date:

December 14, 2006

RFP Closing Date/Time:

January 19, 2007 @ 3:00 P.M. ET

Proposal Description Summary: The Ohio State University requests proposals for an Identity Management Solution and Implementation Services

(A more detailed description can be found in the specifications – refer to Table of Contents)

***Special Instructions:**

Category Code(s): SOFTW, CONSS

(Internal use only)

Submit Proposal to:

RFP #07-427237106A-JEM

The Ohio State University / Purchasing Department
2650 Kenny Road, Columbus, OH 43210

OSU Contact: John Maloney

Email: maloney.4@osu.edu

Phone/Voice Mail: 614-292-1405

Fax: 614-688-3494

To be considered, this document must be signed and received by The Ohio State University's Purchasing Department at the address, date and time indicated above. No bid documents will be accepted after specified time and date. Bid documents submitted to an address other than the above, or received after the deadline, will not be considered and will be returned (unopened) to the vendor.

I. Sign, date and return all sections of the bid document as instructed.

II. Ensure that the bid document is properly delivered and in the possession of The Ohio State University's Purchasing Department at the time of bid closing. If the proposal is mailed, make sure it is properly identified as a BID response, referencing the bid inquiry number. Any hand-delivered bid documents must be sealed in an envelope or a properly labeled package and given directly to The Ohio State University's Purchasing Department at the above address.

III. Bid proposals cannot be accepted by e-mail.

REQUEST FOR PROPOSAL – BIDDER SIGNATURE PAGE

Any joint proposal must be signed by all bidders (when applicable see Section II)

Bidder #1

By signing this document I am agreeing on behalf of my firm to the specifications of this RFP and accepting, without exception or amendment the University's "RFP Terms and Conditions" and the "Purchase Order Terms and Conditions". Any purchase order or University contract issued as a result of this RFP shall be subject to these terms and conditions. Should a Bidder propose exceptions to the Terms and Conditions cited above, the Bidder must submit such proposed exceptions and/or amendments in writing, and in its bid response package, by the Bid Closing Date/Time. The University reserves the right to reject some, all or none of the proposed exceptions and/or amendments and asserts its Terms and Conditions as described herein.

Company Name: _____

Address: _____

City/State/Zip: _____

Federal Tax ID#: _____ **Email:** _____

Phone/Voice: _____ **Fax:** _____

Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Bidder #2

By signing this document I am agreeing on behalf of my firm to the specifications of this RFP and accepting, without exception or amendment the University's "RFP Terms and Conditions" and the "Purchase Order Terms and Conditions". Any purchase order or University contract issued as a result of this RFP shall be subject to these terms and conditions. Should a Bidder propose exceptions to the Terms and Conditions cited above, the Bidder must submit such proposed exceptions and/or amendments in writing, and in its bid response package, by the Bid Closing Date/Time. The University reserves the right to reject some, all or none of the proposed exceptions and/or amendments and asserts its Terms and Conditions as described herein.

Company Name: _____

Address: _____

City/State/Zip: _____

Federal Tax ID#: _____ **Email:** _____

Phone/Voice: _____ **Fax:** _____

Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

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SECTION I: Definitions

The following definitions are relative to this Request for Proposal (hereinafter referred to as RFP), and any addenda incorporated hereafter:

Addendum(a): Written instruments, issued solely by the University's Purchasing Department, that detail amendments, changes or clarifications to the specifications and terms and conditions of this RFP. Such written instruments shall be the sole method employed by the University to amend, change or clarify this RFP and any claims (from whatever source) that verbal amendments, changes or clarifications have been made shall be summarily rejected by the University.

Agreement or Contract: Award resulting from the RFP.

ARO: After receipt of order.

Bid Closing Date: The date and time specified in this RFP by which the Proposal must be received by the University's Purchasing Department in accordance with Section II, Item 1 of this RFP. Proposals received after such date and time will not be considered.

Bidder, Vendor, Supplier, Seller: Respondent to the RFP.

ET: Eastern Time

May, Should: Indicates something that is requested but not mandatory. If the Bidder fails to provide requested information, the University may, at its sole option, either request that the Bidder provide the information or evaluate the proposal without the information.

MBE: A minority owned or controlled business as defined in the Ohio Revised Code Section 122.71 and certified by the State of Ohio Equal Opportunity Commission.

OSU, University, Purchaser: The Ohio State University.

Proposal: Response provided by Supplier or Bidder.

RFP: Request For Proposal.

Shall, Must, Will: Indicates a mandatory requirement - failure to meet mandatory requirements will invalidate the bid response, or result in rejection of a proposal as non-responsive.

SECTION II: RFP Terms and Conditions

The Ohio State University reserves the right to:

- Reject any or all Proposals received in response to this RFP;
- Request clarification from any Bidder on any or all aspects of its proposal;
- Cancel and/or reissue this RFP at any time;
- Retain all Proposals submitted in response to this RFP; and,
- Invite some, all, or none of the Bidders for interviews and further discussion.

Provisions: If any provisions in a resultant agreement are held to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way.

Ethical Conduct: It is expected that once a purchase order or contract is issued, vendors not receiving an award will not undertake any actions that might interfere with, or be detrimental to, the contractual obligations of the University. The University reserves the right to take any and all actions deemed appropriate in response to unethical conduct by a vendor. Such actions include, but are not limited to, establishing guidelines for campus visits by a vendor, and/or removal of a vendor from the University's bidders list(s).

Apart from a contact required for any on-going business at the University, vendors are specifically prohibited from contacting any individual at, or associated with the University regarding this RFP. Vendor communication shall be limited to the Purchasing Department contact named on the cover page of this document. **A vendor's failure to adhere to this prohibition may, at the University's sole discretion, disqualify the vendor's Proposal.**

Cancellation for Lack of Funding: A resultant agreement may be canceled without any further obligation on the part of The Ohio State University in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. The vendor shall be notified in writing of such non-appropriation at the earliest opportunity.

Termination of Agreement: Consistent failure by the vendor to meet the terms and conditions of a resultant agreement deemed by the University, in its sole discretion, to be a material subject of the agreement, including, but not limited to delivery, required service-levels, quality, and invoice inaccuracies, will constitute a default of the agreement by the vendor. In the event that said default continues for a period of thirty (30) days after the vendor receipt of notice-of-default from the University, the University reserves the right to immediately terminate the agreement. Termination shall in no way limit the University's right to recover damages that occur as a result of the vendor's breach. Either party may cancel a resultant agreement after ninety (90) days from the effective date of the agreement by giving the other party thirty (30) days prior written notice of intent.

Pricing: Pricing must be valid for 90 days.

Contract Term: The contract term will commence on the date of award and continue for a period of 3-years. Pricing will remain firm for the initial 3-year period. At the end of the initial 3-year period, the contract may be renewed for 3 additional 1-year periods (at the same terms and conditions), upon the signed mutual agreement between the University and the awarded vendor. The University will review requests for price increases for each of the 3 renewal periods.

SECTION II: RFP Terms and Conditions (continued)

Minority Business Participation:

The Ohio State University has a goal consistent with the State of Ohio legislative mandate to procure at least 15% of its aggregate total of goods and services from State of Ohio Certified Minority Business Enterprises (MBE). A list of Certified Minority Vendors can be found at www.mbe.ohio.gov. Pursuant to this mandate, Bidders are encouraged to work in conjunction with MBE Bidders to submit a joint proposal. Any such joint proposal must be signed by all Bidders and must clearly indicate the specific portion (and pricing) of the total scope of work that each joint Bidder is to perform/provide. The MBE performance percentage will be calculated as follows:

- The MBE performance dollar-cost, divided by the sum of both MBE and non-MBE performance dollar-costs.

Proposals that contain zero-percentage of MBE performance will not be deemed non-responsive solely on the basis of a zero-percentage MBE performance. The percentage of the total scope of work that will be performed by a MBE Bidder will be an evaluation criterion in the award decision, and will be weighted at the University's sole discretion. Award shall be made to the Bidder(s) whose proposal (joint or not) represents the lowest responsive and responsible offer. In the event that an award is made as the result of a joint proposal, each awarded vendor will be issued a separate contract and/or purchase order consistent with its pricing and scope of work as specified in the joint proposal.

SECTION III: RFP Response Requirements & Checklist

RFP Schedule of Events: The Ohio State University will make every effort to adhere to the schedule below:

• RFP Issued to Bidders	12/14/2006	
• The Ohio State University Bidder Questions Form Due	12/22/2006	@ 3:00 p.m. ET
• Mandatory Pre-Bid Meeting	01/12/2007	@ 2:00 p.m. ET
• Responses to Bidder Questions Form Due	01/12/2007	
• RFP Due Date	01/19/2007	@ 3:00 p.m. ET
• Bid Presentations	February 2007	
• Possible Site Visits	February-March 2007	
• Award Information Estimated Posting Date	February-March 2007	

RFP Response Format: Responses must address all aspects of the RFP and should follow the chronology of the RFP. Provide THREE (3) copies of your response; one (1) of the copies should clearly be labeled "MASTER" one copy on CD-ROM. Should a discrepancy arise between copies of the response, the information contained in the "MASTER" copy shall prevail.

Responses may be submitted in a 3-ring binder or loose-leaf on 8-1/2 X 11 letter sized paper. Each response should be prepared simply and economically.

Pre-Bid Conference: All BIDDERS are required to attend the mandatory pre-bid conference. The location for the Pre-Bid meeting will be at The Ohio State University, Baker Systems Engineering, Room 120, 1971 Neil Ave., Columbus, OH 43210 (see map at <http://www.osu.edu/map/building.php?building=280>, for parking use the Tuttle Park Place Garage at <http://www.osu.edu/map/building.php?area=&building=088>). Failure of a BIDDER to satisfy this requirement WILL invalidate their response. This meeting will be held on January 12, 2007 at 2:00 p.m. ET.

If during the pre-bid process any item requires clarification, the University reserves the right to issue a written addendum to provide clarity to the Bidders. Any changes to the specifications and agreement terms and conditions will be issued in a written addendum to all Bidders.

In order to maintain the competitive nature of the bidding process, the University reserves the right to cancel any pre-bid conference when fewer than two companies are in attendance.

Bid Presentations: BIDDERS WILL be selected for mandatory presentations for the purposes of demonstrating the Identity Management software and providing the key Identity Management stakeholders the RFP requirements in demonstration format. Failure of a BIDDER to satisfy this requirement WILL invalidate their response.

Presentations WILL be included in the scored evaluation of VENDORS. Presentations WILL be located at the University. An OSU Purchasing representative WILL be in attendance at the presentation to act as moderator. OSU MAY choose not to address questions asked during the presentation as deemed appropriate by the OSU Purchasing representative.

Actual guidelines for the presentation, including presentation format, required topics, dates and time, will be provided by OSU after the RFP due date.

SECTION III: RFP Response Requirements & Checklist (continued)

Bid Package Requirements Checklist

Due by Bid Closing Date/Time: January 19, 2007 @ 3:00 p.m. ET

The following **MUST** be included in the bid-response package:

- | | |
|--|---|
| ☒ Quoted Pricing (Schedule A) | ☒ Three (3) hard copies and one electronic (.PDF) copy of the Proposal |
| ☒ Technical Requirements Tool (Schedule B) | ☒ Primary and partnering VENDOR obligations (applies only to joint Proposals. |
| ☒ OSU Certification Form (Schedule C) | ☒ Supplier Stability (Section 6.1.2) |

Failure to provide the above items with bid-response package WILL invalidate the bid response.

Due prior to issuance of purchase order or University contract.

The following **MUST** be properly completed by Bidders, and **MUST** be received by the University prior to the issuance of a purchase order or University contract. If not included in the bid-response package, the University reserves the right to request the following from (at its sole discretion) some, all, or none of the respondents. The University also reserves the right to define and impose reasonable deadlines for the receipt of the following; failure to meet such deadlines MAY, at the sole discretion of the University, invalidate the bid response.

- | | |
|---|--|
| ☒ Signed and dated Bidder Signature Page | ☒ Electronic copy of all requested samples |
| ☒ Properly executed Insurance Certificate | ☒ References |

The University reserves the right to request from (at its sole discretion) some or all of the respondents, any further information or documentation that it deems necessary for the issuance of a purchase order or University contract.

EXHIBIT A: Background and Scope of Work Parameters/Specifications

Background

The Ohio State University has undertaken a project that will consolidate a number of identity-related systems. The University currently maintains identity information in a number of unsynchronized data silos. Key systems are indicated in the Scope of Work. As a result of the proliferation of systems that deal with identity, the existing identity management systems utilized throughout campus are not as effective as the current business model requires.

The Identity Management solution will need to have the ability to maintain information for all faculty, staff, students, alumni and affiliates along with a number of guests using University facilities. The current number of identities being actively managed exceeds 1,000,000. This number does not include alumni, donors, prospective students, consultants, VENDORS, clients, guests or patients; including these, the total could exceed 2,000,000. The estimated number of identities at initial implementation will be at least 1,000,000.

Representatives of the Identity Management systems at the University have explored the current decentralized environment and propose an Identity Management solution that addresses the following:

- a. Global Unique Identifiers:
 - Assigns and manages a global unique identifier
 - Provides an infrastructure that allows distributed units to utilize the global unique identifier
 - Eliminates the use of social security numbers as an identifier
- b. Standards and Policies for:
 - Authentication
 - Authorization
 - Password management
- c. Streamlining and Automation:
 - Business processes that involve access management
 - The number of tools and applications required to manage identities
 - Provides centralized identity management and still allows certain attributes and roles to be managed by key systems
- d. End-User:
 - Consolidates and secures information about users
 - Improves end-user experiences
- e. Supports ITIL standards and best practices
- f. Provides the ability to audit and report

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

The Identity Management Project will involve/impact all areas, departments, campuses, and satellite operations affiliated with The Ohio State University. Specifically, the project will intersect with several University initiatives including, but not limited to, the SSN Privacy and Safeguarding project, Student Information Systems, Enterprise Messaging, Enterprise LAN, and the PeopleSoft HR upgrade.

Scope of Work and Parameters

The Ohio State University is seeking proposals to provide an Identity Management solution including software and services as outlined in this Request for Proposal (RFP). The Identity Management system will be responsible for the generation of a unique identifier that is not the SSN and overall Identity Management throughout all of the authoritative and consumer systems at the University.

Section II provides detailed requirements. Key requirements are as follows:

1. The Identity Management solution **MUST** have a positive impact on the University business processes and existing systems and applications.
2. The proposed Identity Management solution **MUST** interface with all of the key applications, protocols, and access technologies outlined below. Other systems **MAY** be identified during development; however, the ultimate goal of the Identity Management solution is to have the ability to interface with central and departmental systems. Current versions are indicated, but **SHOULD** not be considered definitive.

Applications

- a. PeopleSoft ERP systems; includes Student (Version 8.9), Human Resources (Version 8.9), Financials (Version 8.4-9.0), and EPM (Data Warehouse; Version 8.9)
- b. Legacy Student Information System (in the process of being converted to PeopleSoft)
- c. BMC Remedy (Version 6.3 to 7.0.1)
- d. BuckID identification system (which includes components from both ID Works and Blackboard)
- e. Carmen (the University on-line learning environment, provided by Desire2Learn 8.0; in process of being upgraded to Version 8.1)
- f. Lenel Security Access Management Systems (Multiple Versions)
- g. Matrix Security Access Management System
- h. MDI Security Access Management System
- i. Industry standard database connections (e.g. MS SQL, Oracle and MySQL)
- j. Talisma (CIM Version 8.0)
- k. Stellent Content Management Systems (Version 7.5.1 to 8)
- l. Aruba Wireless

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

Protocols and Access Technologies

- a. Microsoft Active Directory Services (2000 and 2003)
 - b. Novell LAN NDS (eDirectory 8.7.3 or above)
 - c. LDAP Directories (SUN 5.2 Patch 2, SUN 5.2 Patch 3)
 - d. Oracle Internet Directory (Multiple Versions)
 - e. Kerberos (Version 5)
 - f. Hyperion (Version 8)
 - g. Shibboleth (Version 1.3)
 - h. RACF
 - i. Top Secret
3. The proposed Identity Management solution MUST include an implementation road map that operates in concert with the major milestones of the project schedule as indicated in Exhibit A: Section 3: Implementation.
 4. The proposed solution MUST be scalable so that increases of at least 150,000 identities per year are accounted for. The solution MUST take into consideration that identities MAY have multiple active and inactive roles throughout their lifecycle.
 5. The proposed solution WILL improve end-user experiences. Users are defined in Exhibit B: Identity Management Users & Populations.
 6. The proposed solution WILL enable centralized administration and policy management.
 7. The proposed solution MUST include professional services pre and post implementation. Parameters for services and support are identified in Exhibit A: Section I: Customer Support & Development.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

Requirements and Services

Section I: Customer Support & Deployment

1.1 Professional Services & Support for Implementation

Professional services WILL be provided onsite by the BIDDER for the development and implementation of the Identity Management solution at The Ohio State University. Development and implementation details are provided in Exhibit A: Section III: Implementation.

- a. BIDDER MUST provide an implementation template in the proposal with budgetary guidelines and the number of VENDOR resources as well as OSU resources.
- b. BIDDER MUST provide the resumes for the following:
 - Engineer team
 - Certified trainers
 - Primary product support engineer
 - Account Executive
 - Project Manager
- c. OSU reserves the right to reject any or all of the above professionals if it deems them not suitable to the University's needs.
- d. BIDDER MUST coordinate with the Identity Management leadership and project management. Describe procedures for addressing this requirement.
- e. BIDDER WILL aid in the definition of the new Identity Management system including participation in Fit Gap Analysis. Describe procedures for addressing this requirement.
- f. BIDDER MUST provide documentation for all services and work performed at OSU.
- g. BIDDER MUST provide training materials via multiple methods.
- h. All training materials developed for the purposes of the Identity Management project WILL become property of The Ohio State University and SHALL be reused by OSU at will.

- 1.1.1 BIDDER Engineer Team:** BIDDER MUST provide a team of engineers responsible for learning the current University environment, including OSU customized interfaces and systems. Describe your procedures for addressing this requirement as well as the procedures for addressing the following expectations of the BIDDER'S engineering team:

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

- a. BIDDER'S team WILL have a single point of contact to coordinate the engineers, trainers, and support staff from the BIDDER.
- b. BIDDER'S engineers WILL aid the OSU Identity Management technical team in the configuration of the Identity Management solution including but not limited to custom configuration, development, testing, and connecting interfaces.
- c. BIDDER'S engineers WILL be responsible for installing components of the Identity Management system as indicated in Exhibit A: Section 3: Implementation.

1.1.2 Training: Training WILL be done by VENDOR-certified trainers and WILL be located at The Ohio State University. The proposal MUST include estimates for the staffing and training levels required to implement the Identity Management solution. Price and time estimates MUST also be included. Describe your procedures for addressing this requirement as well as the following:

- a. Training and support MUST be provided via multiple methods. Informal support MAY be provided by online communities and news groups. Some of these communities and groups MAY focus on the challenges in University settings. Formalized training MUST be provided by VENDOR-certified trainers.
- b. BIDDER MUST provide onsite level-1 training to OSU help desk staff; proposal MUST describe level-1 training components and needs. Level-1 training is defined as training appropriate for help desk and support staff, i.e. staff that have direct and/or initial contact with the user.
- c. BIDDER MUST provide onsite level-2 training to OSU engineers; proposal MUST describe level-2 training components and needs. Level-2 training is defined as training appropriate for engineers, i.e. expert support.
- d. BIDDER SHOULD provide onsite training to OSU managers and MUST describe training components and needs. Managers are defined as those managing the OSU engineers.
- e. BIDDER SHOULD train OSU engineers to become the Identity Management knowledge experts. OSU WILL have an in-house knowledge repository resulting from VENDOR training.
- f. BIDDER MUST describe how many certified trainers will be provided to OSU and whether these trainers will be responsible for a single training or multiple training sessions.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

1.2 Deployment Strategy

BIDDER MUST provide deployment support services including planning, onsite training, logistics support, and coordination including initial deployment of the Identity Management solution to central systems and subsequent deployment to departmental systems. Describe your procedures for addressing this requirement as well as the requirements below.

It is expected that:

- a. A team of engineers that are knowledgeable of the product SHALL be made available to assist with configurations and deployments, as required.
- b. Telephone assistance WILL be provided at no additional charge.
- c. BIDDER WILL include a clear statement of anticipated OSU staffing levels and hardware needs, including training and time estimates.
- d. BIDDER WILL coordinate with Identity Management leadership and the Identity Management project manager or other designee.

1.3 Product Roadmaps

Product roadmaps are critical for the University's planning purposes as the University MUST be able to identify and plan for the end of the lifecycle of a particular version. These roadmaps will assist departments in planning for and implementing new versions. The BIDDER is required to provide the University product roadmaps for the current Identity Management solution as indicated below.

To be included with BIDDER'S proposal:

- a. Product lifecycle MUST include information on a version's general availability, stability, maturity, and end of life information.
- b. Support policy MUST support functionality and at least two (2) major version releases and/or four (4) minor version releases of a VENDOR'S product.
- c. Describe how customer input is collected and used during the planning implementation of your product.

1.4 Ongoing Customer Service & Support

Ongoing training and support MUST be provided via multiple methods. Informal support MAY be provided by online communities and news groups. Some of these communities and groups MAY focus on the challenges in University settings. Describe your procedures for addressing ongoing training and support.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

In addition, the following **MUST** be included in Ongoing Customer Service & Support:

- a. Key IT staff, as defined by OSU, **MUST** be provided access to a single contact with expertise of The Ohio State University Identity Management solution in order to resolve technical problems.
- b. BIDDER **MUST** provide cost options for access to a single contact, up to and including twenty-four (24) hours, seven (7) days a week, 365 day support.
- c. Upgrades and patches, including release notes, **MUST** be released and made available by electronic distribution. Upgrades **MAY** require distribution by other media.
- d. Notification of patch and upgrade releases **MUST** be done by multiple means of communication. A list of primary contacts **WILL** be defined by OSU after the contract is awarded.
- e. Connector updates **SHOULD** be released to coincide with version updates on connected systems. These updates **SHOULD** be certified to work with connected systems when upgrades or patches are released. Connectors are defined as a configurable interface between the identity management system and systems that interact with the identity management system.
- f. Templates for schema mapping **MUST** reflect changes to schema in connected systems.
- g. Future product releases and upgrades **SHOULD** allow for input from the customer. This input **MAY** be the result of focus groups, surveys, and meeting with the customer.
- h. BIDDER **MUST** describe their procedures used to address customer problems, complaints, and training needs.
- i. Proposed Identity Management solution **SHOULD** have an independent user group that meets regularly. User groups **MAY** be take the form of online communities and news groups. Some of these communities and groups **MAY** focus on the challenges in University settings.

1.4.1 Product Support Engineer:

- a. BIDDER **WILL** identify and provide a product support engineer for ongoing support including, but not limited to, vulnerability and upgrade notifications, maintenance, and quality assurance.
- b. BIDDER **WILL** provide the University the resumes of the primary product support engineer or those who **MAY** be assigned to be the primary product support engineer.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

- c. BIDDER WILL provide a plan for succession in the event of the product support engineer's departure from the VENDOR.
- d. In the event of a contract, the BIDDER MUST identify a secondary product support engineer in the event the primary product support engineer is unavailable due to illness, vacation, etc. or no longer employed by the VENDOR.
- e. The BIDDER MUST provide the resume of the secondary product support engineer.

1.4.2 Account Executive:

- a. BIDDER MUST identify a single account executive to work with the University's Identity Management manager.
- b. This account executive WILL be responsible for interacting with the Identity Management manager for all Identity Management matters.
- c. The account executive MUST have the authority to represent the BIDDER, including subcontractors, in order to respond appropriately to resolve issues and stand as the arbiter between OSU and the primary VENDOR.
- d. BIDDER MUST identify by name and location the proposed primary account executive that WILL be responsible for the performance of the complete contract including subcontracts.
- e. A resume MUST be included in the BIDDER'S proposal for the named individual. The University reserves the right to request a change in the BIDDER'S primary account executive if the assigned executive is not, in the opinion of the University, serving the needs of the campus adequately.
- f. If a joint proposal is accepted, the primary account executive MUST be named for the professional services received during initial deployment and implementation, and those received during ongoing support.

1.4.3 Quarterly Touch Base Meetings

Bidder MUST attend quarterly touch-base meetings at The Ohio State University following implementation of the Identity Management system. The account executive and principal engineer must be present at these quarterly meetings to meet with key OSU project members.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

1.5 Breadth of Products/Services

- a. BIDDERS MUST thoroughly describe the breadth of product and service offerings for the scope of this RFP.
- b. BIDDERS MUST provide their company's portfolio of professional services and associated fees.
- c. BIDDERS MUST include estimates for scope of work, job roles (e.g. developer, engineer, systems administrator, etc.), time estimates for the University project team, and VENDOR recommended hardware.
- d. BIDDERS MUST include higher education institutions in the references and indicate the breadth of the Identity Management implementation at the higher education institution.
- e. BIDDERS MUST cite evidence of product maturity such as current release, number of active implementations, and history of development of product.

1.6 Subcontractor Usage

If a subcontractor is used by the BIDDER, it SHALL be the responsibility of the BIDDER to ensure that the subcontractor is in compliance with the contract, all applicable university registrations, and local and state laws. BIDDER is liable for any damages caused by the subcontractor. BIDDER MUST include a list of all subcontractors and their references.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

Section II: Additional Requirements

2.1 Auditing and Reporting

The solution MUST have a strong audit trail that enables administrators to examine all lifecycle changes to identities.

Include the following:

- a. Auditing MUST include all events internal to the IDM System events and events between the IDM System and connected systems including down to the field/record level. The IDM system MUST have the capability to monitor events on connected systems and write to a common log repository.
- b. Real-time monitoring and alerting MUST be available for specific events. These alerts MAY be in the form of email, paging, and web postings.
- c. Logs:
 - Logs MUST be available to integrate with “syslog” protocol.
 - Non-repudiation of audit logs MUST be available for internal and external auditors.
 - Logs MUST be able to be written to multiple databases, syslogs, and text files. Databases MUST include, at a minimum, Oracle and Microsoft SQL.
- d. Reports from the IDM system SHOULD show current user status as well as historical information.
- e. Robust reporting tools are required. These tools SHOULD include a graphical interface with standard report templates. These templates SHALL include, but are not limited to, reports on users with elevated rights, users not in compliance with set policies, and security reports.
- f. The IDM solution MUST give users the ability to write custom reports.
- g. The IDM solution SHOULD provide the capability to do a point-in-time audit on an identity’s access.
- h. VENDOR MUST include representative samples of reports; all sample reports MUST be submitted electronically and titled as such.

2.2 Authentication and Authorization

The solution handles user requests by first authenticating them, and then granting them access to the appropriate resources.

Include the following:

- a. The IDM system MUST have a strong authentication and authorization infrastructure.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

- This MUST include configurable password policies based on user's roles or other attributes.
 - The solution MUST provide the ability to use authentication tools including, but not limited to, tokens, smartcards, and biometrics.
 - Multi-factor authentication MUST be an option for logging into the IDM system for administration and for certain self-service functions.
- b. The ability for one identity to have multiple roles is a MUST. Multiple roles may include, but are not limited to, student, faculty, staff, alumni, donors, and patients.
- The ability to have multiple roles includes the ability to inactivate one role and still maintain other roles and authentication/authorization rights associated with those roles.
 - A user MUST have the ability to have concurrent multiple roles.
- c. System MUST provide the ability for simplified sign-on for users based on their role and OSU defined policies.

2.3 System Administration

The solution provides for centralized and de-centralized controls over the system and identities. These controls include the software interfaces for configuration and documentation.

Include the following:

- a. The IDM system MUST include a graphical interface for most configuration and operation functions. This includes central system configuration and connections to other systems. This graphical administrative interface SHOULD be web-based and operate using Secure Sockets Layer (SSL).
- b. The IDM system MUST include a command line interface for most configuration and operation functions.
- c. The product SHOULD provide a graphical tool for offline configuration and simulation testing. This tool SHOULD provide an interface to upload changes into the online IDM system.
- d. A tool MUST be available to provide automated documentation. This documentation MUST be at a level of detail that it could be used for disaster recovery purposes. OSU uses a Stellent Content Management System as central documentation storage.
- e. The solution MUST provide tools to promote changes from a development environment to a production environment.
- f. The solution MUST provide for version control for changes made to the IDM system.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

- g. The solution **MUST** provide log file rotation so that the IDM system remains in operation when the primary log file is full.
- h. The system **MUST** provide support for Simple Network Management Protocol (SNMP) monitoring.
- i. IDM system **SHOULD** have the ability to access external programs for data manipulation.

2.4 Information Consolidation/Management

The solution stores and integrates information about applications, devices, people, policies, roles, databases, operating systems and facilities.

Include the following:

- a. Connectors to other systems **MUST** be bidirectional and near real-time.
 - Depending on whether the connected system accepts/provides real-time or batch data, actions in the IDM system **MUST** be event driven.
 - The IDM system **MUST** be able to accept data from connected systems via batch processes if that is the only method provided by the connected system.
- b. The system **MUST** provide the administrator the capability to configure authoritative sources for attributes of an identity.
 - Information from these sources **SHOULD** be able to overwrite information from non-authoritative sources.
 - This **SHOULD** include the ability to push back changes to connected systems that are not authoritative.
 - Rules **MUST** be configurable to handle merging attribute information from multiple sources that may be in conflict.
- c. The IDM system **MUST** be able to manage identities beyond individual persons. Examples include phones, office space, courses, computers, and veterinary patients.
- d. Methods for reconciling orphaned identities **MUST** be provided.
- e. For tracking and workflow purposes the IDM system **MUST** have the capability to open and close tickets in the customer's help desk ticketing system, which is currently Remedy and Magic, but solution **MUST** be able to handle other ticketing systems as well.
- f. Strong directory services connectors are a **MUST**. This includes managing authentication and authorization controls. Controls include password expiration dates, multifactor authentication, and object placements.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

2.5 Provisioning and De-provisioning

The method of creating, deploying, and managing any service, application, or device, whether dependant on workflow or system policies.

Include the following:

- a. The IDM system **MUST** provide provisioning and de-provisioning based on workflow or policy driven events.
- b. Identity attributes needed for provisioning **MUST** be stored in the IDM system.
- c. Provisioning and de-provisioning **SHOULD** apply to all types of identities including non-personnel, such as devices and services.
- d. A robust workflow **MUST** be included with the IDM system.
 - This workflow **MUST** allow for multiple approvers and the ability to delegate approvals to other identities based on roles or other attributes.
 - Notification for workflow requests and status updates **MUST** be available. These notifications **MAY** be in the form of email, web postings, and pages.
 - Workflow escalation **SHOULD** be provided. The escalations **SHOULD** be based on event triggers such as request time and workflow inactivity.
- e. The process of de-provisioning due to inactivity is a **MUST**. This de-provisioning **MAY** be achieved by an event driven workflow or automatically when an inactivity threshold is met.
- f. Provisioning events **MUST** allow for effective dating, i.e. setting a future date-in-time when an event is to take place.
- g. The ability to use scheduled or ad hoc batch jobs for provisioning identities is a **MUST**.
- h. The IDM System **WILL** allow for centralized and decentralized management of identities.
 - Within the IDM system management responsibilities **MUST** be able to be delegated to other administrators.
 - The roles or attributes of an identity **MAY** be managed by separate entities in a decentralized model.
- i. System notifications of identity lifecycle changes **MUST** be available. These notifications **SHOULD** indicate changes in an identity's status. Status changes may include:
 - Change from active to inactive state for one or more role
 - The identity's primary role has changed
 - An identity is locked out of a system due to intruder lock-out

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

- j. Archiving:
 - There **MUST** be a method of archiving and purging identities.
 - Solution **SHALL** enable OSU to define archiving and purging policies.
 - Archive options **MUST** be available for inactive identities.
- k. The solution **SHOULD** provide the capability to temporarily delegate privileges for a set length of time to another identity.
- l. The system **MAY** provide template-based provisioning.
- m. The system **SHOULD** be able to send and receive Service Provisioning Markup Language (SPML) messages

2.6 Password Management

The solution provides for the management of passwords and the associated password policies within and between systems.

Include the following:

- a. The password management solution **MUST** provide for legacy applications that have less complex password standards. This **MAY** include truncating a longer password to meet the requirements of a connected system.
- b. The system **SHOULD** provide the ability to manage multiple passwords if needed.
- c. Notification of pending password expiration is a **MUST**. This notification **MAY** be in the form of email or displayed during login.
- d. There **MUST** be multiple methods for password change. These methods **SHOULD** include a self-service web site and within a connected system.
- e. The system **MUST** provide the ability to reset a password through a graphical interface.
- f. The IDM system **SHOULD** provide a GINA or GINA-like plug-in for password self-service.
- g. Password policies **MUST** have the ability to change based on the identity's role.
- h. The forgotten password feature **MUST** allow for user defined password challenges.
- i. The password solution **MUST** have the ability to synchronize passwords across systems.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

2.7 Self-Service

The solution provides the identity the ability to manage select attributes about its self.

Include the following:

- a. The ability to self-manage items **MUST** be based on the identity's role or other attributes of the identity.
- b. Self-service templates **SHOULD** be provided.
- c. Select updates from the self-service feature **MUST** have workflow completed before the update will be changed in the connected systems.
- d. Notification of self-service workflow, with comments, **MUST** be provided to both approvers and requestors.
 - Comments **MAY** be in the form of emails or web site postings. For example, a user includes comments on a request form, which upon submission is sent to the approver, who can include comments to the user or to other administrators with acceptance or rejection of the request form.
 - IDM system **SHOULD** allow comments to be free-form.
- e. Event notification **WILL** have the ability to be automated and/or driven by an administrator.
- f. IDM system **SHALL** have the ability to notify a user about password updates.
- g. IDM system **SHALL** have the ability to automatically send a user to a self-service interface in order to change his/her password.

2.8 Federation

The ability for the solution to make identities available in a meaningful way across separate authentication and authorization domains.

Include the following:

- a. The system **MUST** support the following federation standards:
 - SAML 1.0,1.1, and 2.0
 - ID-FF 1.x
 - Shibboleth 1.3
 - WS-Federation

2.9 Security

The solution **WILL** provide controls to prevent unauthorized access to the IDM system and data being passed between connected systems.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

Include the following:

- a. Encryption:
 - The system **MUST** provide transport encryption. This includes securing data between the IDM systems and connected systems, web services (self-service, administrative), and the data stored in the IDM system.
 - Data structures managed by the IDM system **MUST** be encrypted.
 - The system **MUST** have the ability to selectively encrypt data transmission to connected systems
 - The web services provided by the system **MUST** be encrypted and secure. This includes administrative, self-service, and workflow portals.
 - The system **MUST** have the ability to protect data stores via encryption or other secure methods in order to prevent unauthorized access.
- b. Multi-factor authentication **MUST** be available for accessing the IDM system and its data stores.
- c. Validity checking **MUST** be provided for data elements when updated.
- d. The solution **MUST** provide notifications of intruder lockouts for the IDM systems and connected systems.
- e. Logs **SHOULD** have the capability of being digitally signed.
- f. The IDM system **SHOULD** provide separate service accounts for different services.
- g. Vulnerabilities **MUST** be directly communicated to the identified parties of OSU as they are discovered.
 - Multiple methods of notification **WILL** be used, including, but not limited to, email, voice, and web communication.
 - The University **MUST** be notified directly when fixes for vulnerabilities are available.
 - The fixes for these vulnerabilities **MUST** be directly communicated to the same parties.

2.10 System

General requirements for the Identity Management solution.

Include the following:

- a. The University **MUST** have the ability to purchase any piece of the Identity Management suite without being required to purchase another and still maintain key Identity Management system requirements.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

- b. The system **MUST** be scalable. The number of identities **WILL** grow from 1,000,000 to 2,000,000 within a one to two year time frame.
- c. The system **MUST** provide a graphical tool for designing workflow, provisioning, and rule set simulations. This **MAY** be in the form of a client or web based application.
- d. The components of the system **MUST** be located in multiple data centers to provide fault tolerance.
- e. High availability and disaster recovery **MUST** be a major consideration for the IDM system.
 - The solution **MUST** demonstrate the capability for recovery after hardware failure or data corruption.
 - The solution **MUST** demonstrate strong back-up and restore capabilities and interface with OSU Legato Networker implementation.
- f. The system **MUST** be able to store detailed information about identities. This **MAY** include images such as photos or signatures.
- g. The web interface **SHOULD** provide the ability to work in conjunction with reverse proxy 1.1 HTTP.

2.11 Usability

Usability addresses ease of use by all levels of users in the Identity Management solution including, but not limited to, system administrators, users entering or extracting identity information, and direct users in the system, such as a student or faculty member. Usability **MUST** also include appropriate accessibility and accommodations.

Include the following:

- a. The system **SHOULD** provide web-based administration. This feature **SHOULD** allow for configuration, reporting, and monitoring of the system.
- b. Selected features of the system **SHOULD** be accessible through mobile devices.
- c. The user facing interfaces **SHOULD** be able to be customer branded.
- d. The user-facing interfaces **SHOULD** support multiple browsers.
- e. The solution **MUST** provide a configurable web interface for user self-service.
- f. The self-service web interface (user facing) **MUST** be tested for usability and accessibility before release.
 - BIDDER **MUST** provide documentation of usability and accessibility.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

- User-facing web interfaces MUST meet all University requirements for accessibility and usability by persons with disabilities.
 - o The University relies on the standards established under Section 508 of the Rehabilitation Act as a benchmark for determining the compliance of electronic, information technology, and related services with Section 504 of the Rehabilitation Act, the Americans with Disability Act and Ohio Revised Code 4112. Information on this benchmark and the current University Web Accessibility Policy and Minimum Web Accessibility Standards can be found at: <http://ada.osu.edu/resources/WebPolicies.htm> and <http://section508.gov/>.
- Comprehensive web interface with compliance verified through 3rd party accessibility testing. Accessibility testing is performed by the OSU Web Accessibility Center.
- If the full functionality of the product is available only via VENDOR-supplied software installed on the user's machine (i.e. client software), compliance is required and MUST be verified through 3rd party accessibility testing.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

Section III: Implementation

3.1 Implementation

The VENDOR MUST provide an estimated roll-out plan and time frame based on the initial list of connected systems. Roll-out time frame includes task list, timeline and resource estimates for analysis, setup, testing, training and initial implementation.

The following SHALL be considered in conjunction to the Identity Management Project milestones:

- a. Training MUST meet the requirements as defined in Section 1.1.2
- b. BIDDER MUST identify a single account executive to work with the University's Identity Management manager and fulfill requirements of account executive as defined in Section 1.4.2.
- c. The VENDOR SHOULD provide guidelines and best practices for the deployment of the solution.
- d. Recommendations MUST be provided to scale the system from an initial implementation of approximately 1,000,000 to 2,000,000 identities.
- e. BIDDER MUST include VENDOR recommended hardware specifications and sizing.

3.2 Automated Workflows

The solution MUST include automated workflows to provision and de-provision identities in the following systems:

Applications

- a. PeopleSoft ERP systems; includes Student (Version 8.9), Human Resources (Version 8.9), Financials (Version 8.4-9.0), and EPM (Data Warehouse; Version 8.9)
 - Most of the identities will originate from PeopleSoft systems
 - Most demographic information will originate from PeopleSoft
- b. Legacy Student Information System (in the process of being converted to PeopleSoft)
 - Some identities may originate from this source until the Student system is fully implemented in People Soft.
- c. BMC Remedy (Version 6.3 to 7.0.1)
 - Identity information may be modified by this source
 - Remedy tickets are expected to be opened and closed
- d. BuckID identification system (which includes components from both ID Works and Blackboard)
 - Some identities may originate from this source
- e. Carmen (the University on-line learning environment, provided by Desire2Learn 8.0; in process of being upgraded to Version 8.1)
 - Some identities may originate from this source

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

- f. Lenel Security Access Management Systems (Multiple Versions)
- g. Matrix Security Access Management System
- h. MDI Security Access Management System
- i. Industry standard database connections (e.g. MS SQL, Oracle and MySQL)
- j. Talisma (CIM Version 8.0)
- k. Stellent Content Management Systems (Version 7.5.1 to 8)
- l. Aruba Wireless

Protocols and Access Technologies

- a. Microsoft Active Directory Services (2000 and 2003)
- b. Novell LAN NDS (eDirectory 8.7.3 or above)
- c. LDAP Directories (SUN 5.2 Patch 2, SUN 5.2 Patch 3)
- d. Oracle Internet Directory (Multiple Versions)
- e. Kerberos (Version 5)
- f. Hyperion (Version 8)
- g. Shibboleth (Version 1.3)
- h. RACF
- i. Top Secret

3.3 Self-Service Module

The solution MUST provide a self-service module that includes but is not limited to the following abilities:

- a. Automated workflow to activate an identity's email account.
- b. Automated workflow to allow a user to update or hide demographic information published to the customers' directory.
- c. Automated workflow to allow a user to request services provided by the University.
- d. Password self-service.
- e. Automated workflow to forward email from a University email address to a self-selected email address.
- f. Web access management to pass credentials to embedded links. This SHOULD include multi-factor authentication for required sites.

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

3.4 Identity Management Project Milestones

Milestones are estimates and are subject to change as the project progresses.

Task Name	Target Date
I. Define Requirements	October 2006
II. Acquire software, hardware, and services	October 2006 – May 2007
III. Establish system and security criteria	February 2007
IV. Build IDM control system	February 2007 – February 2008
Perform Fit Gap Analysis	late March 2007 – late April 2007
Install & Configure software in dev/test	May 2007
Design modifications, reports, conversion, tests, batch flow, interfaces, etc.	mid-May 2007 – mid-July 2007
Develop modifications, reports, conversion, tests, batch flow, interfaces, etc.	mid-July 2007 – late October 2007
Test and Certify IDM system	late October 2007 – late January 2008
Release certified IDM test environment for integration testing	February 2008
V. Coordinate external system interfaces	mid-May 2007 – February 2008
VI. Integration/Acceptance Testing	February 2008 – mid-June 2008
VII. Prepare Production Environment	mid-May 2008 – July 2008
VIII. Implement IDM System	July 2008
IX. Policies and Processes	December 2006 – July 2007

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

Section IV: Pricing

BIDDERS are required to provide pricing for the areas indicated below. BIDDER SHOULD also indicate whether consortium pricing is offered.

- a. **Software Licensing**
 - **Initial**
 - **Software Upgrade Protection**
- b. **Professional Services**
 - **Planning**
 - **Customization**
 - **Implementation**
- c. **Training**

Section V: Warranty

Warranty service requirements WILL be included with the cost of the Identity Management software. BIDDERS are required to include all warranty provisions as part of their response.

Section VI: Evaluation

6.1 Evaluation Criteria

Bids SHALL be evaluated on (not necessarily listed in order of ranking)

- a. Technical evaluation of proposed Identity Management solution (Sections V RFP Response Requirements and Exhibit A Section II Additional Requirements)
- b. Pricing Structure (Schedule A)
- c. Pre and post implementation support and services as described in Section I Customer Support
- d. Minority component (Refer to Section IV)
- e. BIDDER stability (Section 6.1.2)
- f. References (Section 6.1.3)

The University MAY elect to conduct an analysis of proposed Identity Management software on campus during the evaluation phase of the bid process. All BIDDERS responding to this RFP MUST be prepared to participate in this product evaluation beginning in January, 2007. SHOULD the University elect to further evaluate a BIDDER'S software and/or services

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

implemented at an established institution, the BIDDER MUST provide an appropriate institution for the OSU Identity Management team to visit.

If the University deems the BIDDER'S software and/or services do not meet performance expectations, the BIDDER'S RFP MAY be deemed non-responsive. BIDDERS WILL not have an opportunity to reschedule demonstrations of any software that fails the initial evaluation test.

6.1.1 Technical Evaluation

The University WILL evaluate the Identity Management solution (as outlined in Schedule A) as for the following:

- a. Effective interfacing with key systems
- b. Minimum disruption of current business processes
- c. Scalability
- d. BIDDER capability to provide required technical services and support

6.2 Bidder Stability

- a. BIDDERS MUST be financially stable and have sufficient capacity and capability to deliver the specified products and services to The Ohio State University and Regional Campuses in Ohio.
- b. BIDDERS MUST include with their proposal a statement concerning their financial strength supported by an annual report, most recent audited financial statement, annual report or latest Dun and Bradstreet report to demonstrate strength and viability of company.
- c. The University MAY at its discretion, request reports on financial stability from independent financial rating services and other sources in order to further substantiate stability.
- d. In addition, BIDDERS MUST describe how their company meets the following characteristics: (If measures are provided as part of responses, methodology for calculating the metric MUST be provided)
 - Mature identity management offering with proven success at higher education institutions.
 - Strong and experienced management team will be responsible for the OSU account. (Management team MUST be organized to handle OSU as an enterprise---to include one consistent group responsible for Columbus campus, (Academic, Health System, and Research Foundation), Regional Campuses (Lima, Mansfield, Marion, Newark and Wooster).

EXHIBIT A: Background and Scope of Work Parameters/Specifications (continued)

- Infrastructure to support large scale development, configuration, and implementation services.
- Strong product development and quality assurance, including product development philosophy, long-term vision, and validation processes

6.3 References

- a. Three references from higher education systems of similar size and geographical technical complexity of The Ohio State University SHALL be provided that demonstrate the BIDDER'S ability to provide the software and services required in this RFP.
- b. BIDDERS MUST indicate the breadth of the Identity Management implementation at the higher education institution.
- c. References provided by BIDDERS MUST agree to be interviewed by representatives from the University.
- d. BIDDERS SHALL provide the contact name, telephone number and a brief description qualifying the reference given.
- e. Subcontractor references MUST be included and be titled as such.

EXHIBIT B: Identity Management Users & Populations

The proposed Identity Management system WILL need the capacity to initially implement 1 million to 2 million users, many of which will have multiple roles and attributes associated with the University.

A representative list of current users and approximate amounts is as follows:

- Faculty – 5,200
- Staff – 19,300
- Students – 57,700
- Alumni – 400,000
- Affiliates: donors, prospective students, consultants, vendors, clients, guests or patients

EXHIBIT C: Sample Insurance Form

ACORD™ CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY)	
PRODUCER			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED			INSURERS AFFORDING COVERAGE			NAIC #	
			INSURER A:				
			INSURER B:				
			INSURER C:				
			INSURER D:				
			INSURER E:				
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL POLICY EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR ADD'L LTR. INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PROJECT ☐ LOC	CPP 5017598 AWR	6/21/97	6/21/00	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ PRODUCTS - COMPLYOP AGG \$ 1,000,000		
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS	CPP 5017598 AWR	6/21/97	6/21/00	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$		
GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$			
A	EXCESS/UMBRELLA LIABILITY ☒ OCCUR ☐ CLAIMS MADE DEDUCTIBLE RETENTION \$	IMT 4368636	9/26/97	6/21/00	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$ \$ \$		
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUS: ☐ OTHER: ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$			
OTHER PROPERTY		CPP 5017598AWR	9/26/97	9/26/00	INST FLOATR 50,000 ANYONE JOB		
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS							
PROJECT TITLE: INQUIRY # _____							
*The Ohio State University and its Board of Trustees are named as additional insured.							
CERTIFICATE HOLDER				CANCELLATION			
Purchasing Department The Ohio State University 2650 Kenny Road Columbus, OH 43210-1060				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL SEND BY MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, AND FAILURE TO DO SO SHALL BE DEEMED WAIVER OF CANCELLATION RIGHTS. THIS NOTICE SHALL BE DEEMED TO HAVE BEEN GIVEN TO THE CERTIFICATE HOLDER BY MAIL TO THE ADDRESS LAST KNOWN TO THE INSURER.			
				AUTHORIZED REPRESENTATIVE			
ACORD 25 (2001/08)							
© ACORD CORPORATION 1988							

EXHIBIT C: Sample Insurance Form (continued)

Contractor Certificate of Insurance Compliance

General Liability

1. Commercial General Liability box must be checked
2. Occurrence box must be checked
3. All other boxes are optional
4. Policy Number
5. Effective and Expiration Dates

Automobile Liability

1. The **Any Auto** box must be checked
2. All other boxes are optional
3. Policy Number
4. Effective and Expiration Dates

Excess Liability

1. The Umbrella Form box must be checked
2. Under Limits – **Excess Liability** can be applied toward the \$2.5 Million
3. Policy Number
4. Effective and Expiration Dates

Description

1. Reference the Inquiry Number
2. Reference Project Title
3. The text **The Ohio State University and its Board of Trustees** be named as “Additional Insured” must be typed in the description block (no exceptions)

Certificate Holder

1. Must read as shown on Sample

Cancellation

1. Must read **no less than 30 days** in the space provided
2. On line #2 in the Cancellation Paragraph, delete the words “**Endeavor to**”
3. Delete all words after the word “**Left**”

EXHIBIT D: Standard Instructions and Information

Bidders are cautioned to read this entire document carefully and to prepare and submit their response providing all requested information in accordance with the terms and conditions set forth herein. To be considered, Bidders must submit a complete response to this RFP in the format detailed by the specifications. Proposals must be dated, signed by an official authorized to bind the Bidder to the terms of the proposal and submitted to the Purchasing Department in accordance with the terms and conditions of this RFP.

1. **Proposal Submittal:** Proposals should follow the chronology of the RFP. Bidders may return Proposals to the University prior to the Bid Closing Date (as determined by the clock in the Purchasing Department) via, but not limited to: first-class certified mail, return-receipt requested; express mail; hand-delivery; or fax. **SPECIFICALLY, PROPOSALS CANNOT BE ACCEPTED VIA EMAIL.** Bidder's bid form will be accepted only if the University's bid form is signed and dated with reference to the Bidder's bid form as an enclosure. Any bid form that does not include price, payment terms, FOB point, date and a reasonable delivery promise may be considered an incomplete bid. Receipt of a Proposal by the University's mail system does not constitute receipt by the Purchasing Department. Proposals received after the Bid Closing Date/Time will not be considered. Office hours for receipt of quotes are Monday through Friday, 8 AM through 5 PM, ET. Requests for extension of the Bid Closing Date will not be granted unless the University determines, at its sole discretion, that the original Bid Closing Date appears impractical. Notice of any extension will be available in the form of an Addendum to all Bidders.
2. **Signature Required:** The Bidder Signature Page and OSU Certification Form must be signed and completed by the Bidder submitting the Proposal. Failure to sign the Proposal, or submit a signed certification form may disqualify the bid. Any bid, which does not include prices, terms, F.O.B. point, the inquiry number, date and a realistic delivery promise, may be considered an incomplete bid.
3. **Non-Discrimination:** In submitting a Proposal, or performing that which results from an award by the University, the successful Bidder agrees not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap or Vietnam era veteran status. The successful Bidder further agrees that every sub-contract for parts and/or service for any ensuing order will contain a provision requiring non-discrimination in employment as specified above. This covenant is required pursuant to Executive Order 11246, Laws and Regulations of the State of Ohio and policy of The Ohio State University. Any breach thereof may be regarded as material breach of contract or purchase order.
4. **Specifications:** Proposals are requested on the materials and/or services specified. Instructions, manufacturer's model or catalogue numbers, etc., where shown herein, are for descriptive purposes only and to guide the Bidder in interpretation of the quality, design and performance desired, and shall not be construed to exclude the Proposal from offering other types of material or service **unless otherwise noted.** If the description of your offer differs in any way, you must provide a detailed description of your Proposal including pictures and literature where applicable. Unless specific exception is made, assumption will be that you are bidding exactly as specified on this price inquiry.
5. **Pricing:** ALL PRICES MUST BE FIRM and in compliance with RFP specifications. Please review your Proposals carefully, since it cannot be corrected after the Bid Closing Date. Any agreement or purchase order resulting from this inquiry shall require the successful Bidder to adhere to all specified conditions. Failure by the Bidder to meet delivery schedules: to deliver within a reasonable time, as interpreted solely by the University; to make replacement of rejected articles; or any other failure to perform in accordance with the terms and conditions of the inquiry and resultant agreement shall allow the University, at its sole discretion, to rescind or cancel the agreement and purchase in the open market articles or services of comparable grade to replace those rejected or not delivered. Bidder agrees to reimburse the University for any expense incurred in excess of the original contract price on all such purchases.
6. **University Rights:** University reserves the right to reject all, some, or none of the received Proposals and to waive informalities contained in the Proposals which are not inconsistent with law. The University may also waive any minor defects in the Proposals.
7. **Evaluation:** If an award of contract is made, the Bidder whose Proposal, in the sole opinion of the University, represents the best overall value to the University, will be selected. Factors which determine the award are detailed more fully in the specifications, including but not limited to: the Proposal's responsiveness to all specifications in the inquiry; quality of the Bidder's products or services; Bidder's ability to perform the contract; and Bidder's general responsibility as evidence by past performance. Although relative, price will not be the sole determining factor in award of the agreement.
8. **Award:** Unless the Bidder states otherwise, the University reserves the right to award by items, groups of items, or as a whole, whichever is deemed most advantageous to the University. The University also reserves the right to make multiple awards when it is deemed in the best interest of the University.

EXHIBIT D: Standard Instructions and Information (continued)

9. **Freight Terms:** All prices quoted are to be F.O.B. Destination. Unless clearly stated otherwise by the Bidder, prices quoted shall include all charges for transportation, packaging, crate containers, etc., necessary to complete delivery on an F.O.B. Destination basis.

10. **Sales Tax:** The Ohio State University, as an instrumentality of the State of Ohio, is exempt from Ohio sales tax and Federal excise tax, including Federal transportation tax. An exemption certificate will be furnished by the University Purchasing Department upon request.

11. **Invoicing:** As an award recipient, your invoice must match the resultant purchase order on a line-by-line basis. The invoice must be identical in terms of cost; units specified; quantity ordered; and item descriptions. Unless specifically exempted, unit prices must be entered and item total extended on each invoice.

12. **Cash Discount:** Any cash discount offered will be accepted and the University will endeavor to use same; however, only 30 days or more discounts will be considered in computing the net figure of your Proposal for award decisions. Requests for plus discount for non-payment of invoice beyond due date will become a consideration in bid awards.

13. **Samples:** Any samples required for award evaluation must be furnished as requested, free of any expense. Unless destruction of sample is necessary for testing purposes, or retention of sample is required as a quality standard for future items shipped, samples will be returned to Bidder, at Bidder's expense, upon request. Unless necessary or otherwise requested, samples become the property of The Ohio State University.

14. **Compliance:** Bidder warrants that both in submission of its Proposal and performance of any resultant purchase order or contract, Bidder will comply with all applicable Federal, state, local, and University laws, regulations, rules, or ordinances.

15. **Advertising:** No Bidder providing products or services to the University shall appropriate or make use of the University's name or other identifying marks or property in its advertising without prior written consent of the University's Office of Trademark and Licensing.

16. **Informal Bids:** RFP's are informal bids and will not be read at a public opening. Written requests for bid results must include the RFP number and closing date. If Bidder wishes to obtain a copy of the bid tabulation and/or evaluation form once award is complete, Bidder should include a self-addressed, stamped envelope with its Proposal and/or refer to the award table at the OSU Purchasing website (www.osupurchasing.com).

17. **Proprietary Information:** All evaluation criteria for bids are non-proprietary and subject to public disclosure after contract award. All Proposals, except for items reasonably identified by Bidder as trade secrets or proprietary information, are subject to public disclosure under Ohio Revised Code Section 149.43. Bidder shall be solely responsible for protecting its own trade secret or proprietary information, and will be responsible for all costs associated with protecting this information from disclosure. The University shall keep one (1) copy of the Proposal in accordance with its record retention schedule.

18. **Incurred Expenses:** The Bidder, by submitting a Proposal, agrees that any cost incurred by responding to this RFP, or in support of activities associated with this RFP, shall be the responsibility of the Bidder and may not be billed to the University. The University will incur no obligation of liability whatsoever to anyone resulting from issuance of, or activities pertaining to this RFP.

19. **Ohio or Domestic Preference:** To qualify for the in-state and domestic preferences, the bidder must furnish information as to the location of manufacture of the product being offered. The bidder must further designate that he/she is an "Ohio bidder" or bidder located in a state bordering Ohio or a bidder located in another state of the United States or in a foreign country. When the purchase is made by competitive selection, certification for in-state and domestic preferences is contained in the bid documents (copy attached). The University will rely upon this certification when evaluating a bidder for domestic/in state preferences.

20. **Bid Results:** Bid results and/or award information will be posted to The Ohio State University's Purchasing website at www.osupurchasing.com for 90 days from the award posting date. To access bid, award or other information you must be a registered vendor (see site for registration). An automated e-mail message will not be issued to announce this award posting; bidders will need to access the website directly to view the information. Every effort will be made to post award announcements within 30 days of the bid closing date. Verbal requests for award information will not be honored.

EXHIBIT E: University's Standard Purchase Order Terms and Conditions

1. **Offer:** This offer is subject to cancellation by PURCHASER without notice if not accepted by SELLER within fourteen (14) days of issuance.
2. **Acceptance and Confirmation:** This Purchase Order constitutes the entire agreement between the parties, unless otherwise specifically noted by PURCHASER on the face of this Purchase Order. Each delivery of goods and/or services received by PURCHASER from SELLER shall be deemed to be upon the terms and conditions contained in this Purchase Order. No additional terms may be added and Purchase Order may not be changed except by written instrument executed by PURCHASER. SELLER is deemed to be on notice that the PURCHASER objects to any additional or different terms and conditions contained in any acknowledgement, invoice, or other communication from SELLER, notwithstanding PURCHASER'S acceptance or payment for any delivery of goods and/or services, or any similar act by PURCHASER.
3. **Inspection:** All goods and/or services delivered hereunder shall be received subject to PURCHASER'S inspection and approval and payment therefore shall not constitute acceptance. All payments are subject to adjustment for shortage or rejection. All defective or non-conforming goods will be returned pursuant to the SELLER'S instruction at SELLER'S expense. To the extent that a purchase order requires a series of performances by SELLER, PURCHASER prospectively reserves the right to cancel the entire remainder of the Purchase Order if goods and/or services provided early in the term of the Purchase Order are non-conforming or otherwise rejected by PURCHASER.
4. **Shipping:** All goods are FOB destination and must be suitably packed and prepared to secure the lowest transportation rates and to comply with all carrier regulations. No charges will be paid by PURCHASER for packing, crating or cartage unless otherwise specifically stated in this Purchase Order. Unless otherwise provided in Purchase Order, no invoices shall be issued nor payments made prior to delivery. Unless freight and other charges are itemized, any discount will be taken on the full amount of invoice.

All shipments of goods scheduled on the same day via the same route must be consolidated. Each shipping container must be consecutively numbered and marked to show this Purchase Order number. The container and Purchase Order numbers must be indicated on bill of lading. Packing slips must show Purchase Order number and must be included on each package of LCL shipments and/or with each carload of equipment. PURCHASER reserves the right to refuse or return any shipment or equipment at the SELLER'S expense that is not marked with the Purchase Order numbers. SELLER agrees to declare to the carrier the value of any shipment under this Purchase Order and the full invoice value of such shipment.

5. **Time Is Of The Essence:** Time for delivery of goods or performance of services under this Purchase Order is of the essence. Failure of SELLER to meet delivery schedules or deliver within a reasonable time, as interpreted by PURCHASER alone, shall entitle PURCHASER to seek all remedies available to it at law or in equity. SELLER agrees to reimburse PURCHASER for any expenses incurred in enforcing its rights. SELLER further agrees that undiscovered delivery of non-conforming goods and/or services is not a waiver of the PURCHASER'S right to insist upon further compliance with all specifications.
6. **Changes:** PURCHASER may at any time and by written notice make changes to drawings and specifications, shipping instructions, quantities and delivery schedules within the general scope of this Purchase Order. Should any such changes increase or decrease the cost of, or the time required for performance of the Purchase Order, an equitable adjustment in the price and/or delivery schedule will be negotiated by the PURCHASER and SELLER. Notwithstanding the foregoing, SELLER has an affirmative obligation to give notice if the changes will decrease costs. Any claims for adjustment by SELLER must be made within thirty (30) days from the date the change is ordered or within such additional period of time as may be agreed upon by the parties.
7. **Warranties:** SELLER expressly warrants that the goods and/or services covered by this Purchase Order will conform to the specifications, drawings, samples or other descriptions furnished or specified by PURCHASER, and will be of satisfactory material and quality production, free from defects and sufficient for the purpose intended. Goods shall be delivered free from any security interest or other lien, encumbrance or claim of any third party. These warranties shall survive inspection, acceptance, passage of title and payment by PURCHASER.
8. **Statutory Conformity:** Goods and services provided pursuant to this Purchase Order, and their production and transportation, shall conform with all applicable laws, including but not limited to the Occupational Health and Safety Act, the Federal Transportation Act and the Fair Labor Standards Act, as well as any law or regulation noted on the face of the Purchase Order.
9. **University Name:** No SELLER providing goods and services to PURCHASER shall advertise the fact that it has contracted with PURCHASER for goods and/or services, or appropriate or make use of PURCHASER'S name or other identifying marks or property without the prior written consent of PURCHASER'S Office of Trademark and Licensing.
10. **Indemnification:** SELLER shall indemnify and hold harmless PURCHASER from any and all claims, including claims of negligence, costs and expenses, including but not limited to attorney's fees, arising from, caused by or related to the injury or death of any person (including but not limited to employees and agents of SELLER in the performance of their duties or otherwise), or damage to property (including property of PURCHASER or other persons), which arise out of or are incident to the goods and services to be provided hereunder. Nothing herein shall require indemnification as to any claims against PURCHASER arising from under the Ohio Worker's Compensation law, unless the claim arises out of services performed by SELLER'S employees on University property.

EXHIBIT E: University's Standard Purchase Order Terms and Conditions (continued)

11. **Warranty of Non-Infringement:** 11.1 SELLER represents and warrants that all goods sold or services performed under this Purchase Order are: a) in compliance with applicable laws; b) do not infringe any patent, trademark, copyright or trade secret; and c) do not constitute unfair competition.
- 11.2 SELLER shall indemnify and hold harmless PURCHASER from and against any and all claims, including claims of negligence, costs and expense, including but not limited to attorney's fees, which arise from any claim, suit or proceeding alleging that PURCHASER'S use of the goods and/or services provided under this Purchase Order are inconsistent with SELLER'S representations and warranties in section 11.1. SELLER'S defense of any claim shall be subject to the Ohio Attorney General's right to appoint counsel and approve settlements.
- 11.3 If any claim which arises from SELLER'S breach of section 11.1 has occurred, or is likely to occur, SELLER may, at PURCHASER'S option, procure for PURCHASER the right to continue using the goods or services, or replace or modify the goods or services so that they become non-infringing, (without any material degradation in performance, quality, functionality or additional cost to PURCHASER).
12. **Non Discrimination:** In fulfilling the terms of this Purchase Order, SELLER agrees that it will not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, sex, sexual preference, handicap or Vietnam veteran-era status. This covenant is required pursuant to federal laws and regulations, including Executive Order 11246, State of Ohio laws and regulations, and policy of PURCHASER. Any breach of this provision may be regarded by PURCHASER as a material and substantial breach of the contract arising from this Purchase Order.
13. **No Findings for Recovery:** SELLER warrants that it is not subject to an "unresolved" finding for recovery under Ohio Revised Code Section 9.24. SELLER further agrees that if this warranty is deemed to be false, this Purchase Order shall be void ab initio as between the parties and the SELLER must immediately repay to the PURCHASER any funds paid under this Purchase Order, or an action for recovery may be immediately commenced by PURCHASER for the recovery of said funds.
14. **Force Majeure:** Neither PURCHASER nor SELLER shall be responsible for any delay or failure in performance resulting from any cause beyond their control, including, but without limitation to war, strikes, civil disturbances and acts of God. When SELLER has knowledge of any actual or potential force majeure or other conditions which will delay or threatens to delay timely performance of this Purchase Order, SELLER shall immediately give notice thereof, including all relevant information with respects to what steps SELLER is taking to complete delivery of the goods and/or services to PURCHASER.
15. **Confidentiality:** SELLER agrees that it will keep confidential all information regarding the features of any equipment, tools, gauges, patterns, designs, drawings, engineering data or other technical or proprietary information furnished by PURCHASER, and will use such items only in the production of goods and/or services under this Purchase Order, or any other Purchase Orders issued by PURCHASER. Upon the completion or termination of this or other Purchase Orders, SELLER shall immediately return all confidential information to PURCHASER or shall make other disposition of the confidential information as directed by PURCHASER.
16. **Assignment:** SELLER may not assign this Purchase Order, nor any money due or to become due without the prior written consent of the PURCHASER. Any assignment made without such consent shall be deemed void.
17. **Taxes:** Goods and services procured subject to this Purchase Order are exempt from Ohio sales tax, (Ohio Revised Code Section 5739.02), and from federal excise tax.
18. **Termination:** This Purchase Order may be terminated at any time by the PURCHASER upon 30 days prior written notice to the SELLER. This Purchase Order may be terminated immediately by the PURCHASER for breach by SELLER of this Purchase Order, provided that PURCHASER has provided SELLER with notice of such breach and SELLER has failed to cure within 10 days of receipt of such notice.
19. **General:** 19.1 This Purchase Order shall be governed by the laws of the State of Ohio, without reference to any choice of laws rules.
- 19.2 Failure of PURCHASER to act immediately in response to a breach of this Purchase Order by SELLER shall not constitute a wavier of breach. Wavier of PURCHASER be any default by SELLER hereunder shall not be deemed a wavier of any subsequent default by SELLER.
- 19.3 All notices under this Purchase Order shall be sent to the respective addresses on the face page by certified mail, return receipt requested, by overnight courier service, or by personal delivery and will be deemed effective upon receipt. Postage, delivery charges and other charges shall be paid by the sender. A party may change its address for notice by written notice complying with the requirements of this section.

SCHEDULE A: Pricing Form

BIDDERS are required to provide pricing for the areas indicated below. BIDDER SHOULD also indicate whether consortium pricing is offered.

Note: Although Pricing is important, it is not the sole determining factor in awarding this RFP.

a. Software Licensing

- Initial
- Software Upgrade Protection

b. Professional Services

- Planning
- Customization
- Implementation

c. Training

Minority Business Participation

Pursuant to Section IV of this RFP, provide the following State of Ohio Certified Minority participation as described in the RFP.

- Total minority percent of participation in the bidder's proposal. _____%
- Name, address and contact of State of Ohio Certified Minority Vendor performing working proposal;
- State certification must be included.
- Describe scope of work to be performed by the State of Ohio certified minority vendor.

All pricing to be quoted FOB Destination, The Ohio State University

Payment Terms (e.g.: 2% Ten, Net 30) _____

Delivery ARO _____

Pricing Authorization – Pricing provided herein is authorized by the following:

Company Name: _____

Authorized Signature: _____ Title: _____

Printed Name: _____ Date: _____

SCHEDULE B: Technical Requirements Tool

All VENDORS MUST use the technical requirements tool in addition to addressing the requirements in Exhibit A: Section II: Additional Requirements. BIDDERS MUST choose an option for each requirement listed in the technical requirements tool by selecting an item from the drop-down menu. The Technical Requirements Tool corresponds to all requirements identified in Exhibit A: Section II: Additional Requirements.

BIDDERS MUST submit the chart electronically as well as by print. If any discrepancies arise between the print and electronic version, the print copy will prevail.

BIDDERS MUST include contact information for References in the space provided below.

References

	Reference Contact Information	Included
1	Name: Institution: Email: Phone:	
2	Name: Institution: Email: Phone:	
3	Name: Institution: Email: Phone:	

Schedule B Signature

Printed Name	
Company Name	
Signature	
Email	
Phone	
Fax	



SCHEDULE C: OSU Certification Form

Please check the appropriate box(s) as applicable to the bidder. Failure to complete this form with requested information concerning any of the representations cited below may result in the disqualification of your bid submittal. The University, at its discretion, may disqualify your bid if any such representations are deemed untrue, inaccurate or if any such employment/affiliation creates a potential conflict of interest.

- A. Minority Business Enterprise (MBE)** - The Bidder ☐ **is** ☐ **is not** a State of Ohio Certified MBE supplier (ORC 122.71). See <http://das.ohio.gov/eod/eodmbeoff.htm> to verify MBE status.
- B. Encouraging Diversity Growth and Equity (EDGE)** – The Bidder ☐ **is** ☐ **is not** a State of Ohio Certified EDGE supplier (ORC 123.152). See <http://das.ohio.gov/eod/Edge/Index.htm> to verify EDGE status.
- C. Domestic Preference (Buy America)** - The products(s) ☐ **are** ☐ **are not** produced or mined in the United States of America, its possessions, or Puerto Rico.
- D. Ohio Preference (Buy Ohio)**
- The product(s) being offered are raised, grown, produced, mined or manufactured in Ohio.
☐ **Yes** (No further response is required)
☐ **No** (Go to Question D2)
 - The Bidder has a Significant Economic Presence within the state of Ohio.
☐ **Yes** (Answer a, b, c, below)
☐ **No**
 - Do you have ten or more employees based in Ohio, or seventy-five percent or more of your employees based in Ohio? ☐ **Yes** ☐ **No**
 - Have you paid the required taxes due the state of Ohio? ☐ **Yes** ☐ **No**
 - Are you registered with the Secretary of State?
☐ **Yes** (Charter/Registration No.: _____) ☐ **No**
 - The Bidder is considered a "Border State" Bidder (Indiana, Kentucky, Michigan, New York and Pennsylvania), offering product(s) produced or mined in the border state.
☐ **Yes**
☐ **No**
- E. No Findings for Recovery** – The bidder warrants that it ☐ **is** ☐ **is not** subject to an "unresolved" finding for recovery under Ohio Revised Code Section 9.24.
- F. Conflict of Interest**
- ☐ The Bidder certifies that **none** of the company's directors or principal officers are employed by or affiliated with The Ohio State University.
- ☐ The Bidder certifies that the name(s)/title(s) of the Bidder's directors or principal officers employed by or be affiliated with The Ohio State University are listed below:

Name (print)

Title (print)

Name (print)

Title (print)

Bidder certifies that the above information is true to the best of his/her knowledge.

Signed: _____ Title: _____

Company: _____

Federal Tax I.D. Number _____

Note: The provisions of this form are based upon University and Federal regulations and the requirement of the Ohio Revised Code.

SCHEDULE D: Bidder Questions Form

Should a Bidder question any section(s) of this document as unclear or as reasonably susceptible to more than one (1) interpretation; discover any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this request for proposal, **the Bidders must fax their questions regarding the specifications by December 22, 2006 at 3:00 p.m., ET, on this form.** Responses to the questions will be **provided** at the pre-bid meeting.

RFP #: 07-427237106A-JEM

Attn: John Maloney

Fax #: (614) 688-3494

Company Name: _____

Voice #: () Fax #: () Email: _____

Responses should be directed to: _____
(please print)

Section: _____ Page Number: _____

Question: _____

Section: _____ Page Number: _____

Question: _____

Section: _____ Page Number: _____

Question: _____
