



Medical 3D Animator/Illustrator

Solicitation Number: 0906-026

NO LATE BIDS WILL BE ACCEPTED

Documents are due prior to **Jun 15, 2009 3:00:00 PM PDT**

Submit documents electronically to **www.bidsync.com**

University of Southern California, Business Services, Purchasing Services, 3500 S. Figueroa Street, UGB 210,
Los Angeles, CA 90089-8015
Tel: (213) 740-9794; Fax: (213) 740-9797 www.usc.edu/purchasing

Bid 0906-026

Medical 3D Animator / Illustrator

Bid Number	0906-026
Bid Title	Medical 3D Animator / Illustrator
Bid Start Date	Jun 10, 2009 2:13:36 PM PDT
Bid End Date	Jun 15, 2009 3:00:00 PM PDT
Question & Answer End Date	Jun 15, 2009 12:00:00 PM PDT
Bid Contact	Kerry Etheridge Senior Manager for Strategic and Sustainable Sourcing Purchasing Services kerry.etheridge@usc.edu
Contract Duration	One Time Purchase
Contract Renewal	Not Applicable
Prices Good for	Not Applicable
Standard Disclaimer	If you have questions or concerns in registering as a supplier on the BidSync site or processing your proposal, call BidSync Customer Service at 800-990-9339. USC shall have no obligation to any company or firm or the successful bidder unless or until USC and the successful bidder fully execute a final and definitive contract negotiated between the parties. Neither the mere selection and notification by USC that a bidder has been selected as the successful bidder for the purposes of negotiating a contract nor the process of negotiating a contract shall create any obligation on USC. No oral representations, agreements, or modifications shall be binding on USC. All modifications hereof must be in writing and executed by an authorized officer of USC. Please be sure you have set up your company's qualifications for the University of Southern California before submitting your offer. USC as well as many major companies include supplier diversity as a core business strategy. Certification is one of the tools used to validate and seek qualified minority, women and veteran business concerns. To set up your qualifications, find the "Steps for Placing a Bid" section located at the top of the page. Find the phrase "This agency has modified or added qualifications. Click to fill out qualifications for this agency is listed and select the "Click Here" link. On the next page that appears, select the applicable box(es) next to the listed qualifications and hit the save button.
Bid Comments	USC is looking for an individual to provide 3D animation and illustration services for the university's hospitals and medical clinics. The primary use for the services would be for teaching, research and presentation purposes. Please note that if such work incorporates the use of the USC Logo or any of the various other marks that represent the university, such use must be in compliance with USC's Graphic Identity Program (www.usc.edu/identity/). PLEASE DO NOT RESPOND IF YOU DO NOT HAVE AT LEAST TWO YEARS OF EXPERIENCE IN THE FIELD OF MEDICAL 3D ANIMATION / ILLUSTRATION. All questions related to this bid must be posted to BidSync. Questions received through any other channel will not receive a response. Final responses to this RFI must be completed and uploaded to BidSync prior to the expiration of the bid.

Item Response Form

Item 0906-026-1-01 - Resume / CV
Quantity 1 each
Prices are not requested for this item.
Delivery Location University of Southern California
No Location Specified

Qty 1

Description
Please attach a copy of your resume or CV.

STATEMENT OF WORK

It is the purpose of this Request for Information to identify a source for the purpose of providing medical 3D animation and/or illustration services for USC.

GENERAL INFORMATION

Background

The University of Southern California (USC) is one of the world's leading private research universities. Located in the heart of Los Angeles, USC's two campuses are home to the College of Letters, Arts and Sciences and 17 professional schools, as well as one of the largest teaching hospitals in the country. Founded in 1880, southern California's oldest private university can attribute much of its success to excellence in teaching and research, a deep and abiding commitment to public service, and a loyal educational community, the Trojan Family. Additional information is available on the university's website (www.usc.edu).

Purchasing Services

Purchasing Services leverages USC's collective buying power to provide value-added procurement services for the entire university. Its core functions include negotiating best-value contracts and selecting responsive and qualified suppliers. In addition to price and quality, Purchasing Services adds another dimension to its holistic approach by considering the environmental sustainability plans for each of its prospective suppliers.

Appraisal Qualifications

To be considered for engagement by the university, a bidder must demonstrate knowledge or experience in similar projects.

Additionally, the bidder must have:

- Adequate financial resources
- References that can attest to the quality of the firm's past work and its record in providing services similar to those outlined in this RFI
- Demonstrated ability to ensure quality service and work
- Competent management support
- Ability to work in a politically charged environment

The university reserves the right to investigate the qualifications of all bidders and to confirm any part of the information furnished by a bidder, or to require other evidence of managerial, financial or technical capabilities that are considered necessary for the successful performance of the contract.

The bidder shall submit three (3) customer references on previous work of similar scope and size.

Evaluation Criteria

All submissions will be evaluated by Purchasing Services. There are four major categories of criteria which will be considered and weighted:

- Business management. This factor will be analyzed on the basis of the quality of the organization, experience, facilities, commitment to the total quality process and presence in the marketplace.

- Overall ability to perform mandatory and optional special services. This factor will be analyzed on the basis of the bidder's ability to meet the requirements set forth in the RFI.
- Technical capabilities. This factor will be analyzed on the basis of the bidder's demonstrated ability to provide reliable electronic data for our current and future use. Consideration may also be given to the bidder's length of experience with the automated system and its integration with the university's current and future systems.
- Sustainability. This factor will be analyzed on the basis of the bidder's responses to the questions regarding its own corporate sustainability efforts and knowledge of the environmental impact of its supply chain.

Answers to all questions included in this RFI are required. Answers should be presented as follows:

- Specific: For questions requesting specific information (i.e., numbers, names, locations, etc.), answer directly or indicate the reason for not answering. Although bidders are permitted to attach additional materials, it is recommended that answers to direct questions contain the specific information requested rather than making extensive cross-reference to supporting material.
- General: For questions requesting more general information, answer directly to highlight important items or refer to supporting materials, as appropriate. If bidder complies completely with a question/statement as written, response should be "Comply."
- Order and Numbering: Answer questions in the order of appearance in this RFI. Number each answer as the questions are numbered.

Questions not answered as specified above will be considered nonresponsive.

Any questions or clarifications must be submitted through BidSync's web portal by the date indicated in the RFI. USC will not be responsible for comments or inquiries directed elsewhere, either written or oral. This RFI shall in no way be modified by anyone other than the responsible purchasing agent.

The university reserves the right to:

- Issue subsequent request for proposals
- Cancel the RFI
- Remedy technical errors in the RFI process
- Modify any requirements contained within the RFI and request revised submittal from bidders
- Negotiate with any, all or none of the bidders
- Establish a short list of bidders eligible for interview after review of submittals

USC shall have no obligation to any company or firm unless or until USC issues a subsequent Request for Proposal. No oral representations, agreements or modifications shall be binding on USC. All modifications hereof must be in writing and executed by an authorized officer of USC.

Subsequent evaluation and selection of suppliers to provide goods and/or services as defined in future RFPs will be based on cost, services and support, references, quality and technical evaluation, and completeness of information and responses. Future selection and evaluation processes may require a formal presentation by the supplier and/or site visits by university personnel to the supplier's facilities. No information relating to the results of the RFP process will be released until after the decision of the award has been made.

Statement of Confidentiality

The content of this document is confidential, and it must not be shared with anyone who is not directly related to the process without written permission from the University of Southern California. The information provided in response will also be held in confidence, and will not be shared with other bidders, or anyone who is not directly involved in the process without written permission.

Governing Law / Forum

This Request for Information shall be governed by and construed and enforced in accordance with the laws of the State of California. All disputes arising out of this Request for Information shall be resolved through binding arbitration in Los Angeles, California.

Order Processing and Change/Cancellation

It is expected that end-users will issue individual purchase orders/blanket orders/P-cards to cover order requirements. USC must be able to place orders verbally or electronically by fax, email or online. USC must be able to change or cancel orders released against this agreement or blanket orders any time before shipment without penalty.

If bidder accepts USC's corporate card (American Express) as a method of payment it must be under the following conditions:

- The corporate card program allows designated employees to make business-related purchases for specific goods and services totaling less than \$4,500 (excluding tax).
- Each transaction on the card will be supported by an invoice. At no time will the total of one invoice be separated into two or more transactions on the card.
- All invoices will be mailed directly to the holder of the card tendered as payment.

1. General Information

1.1	Provide the name, phone number and email address of the principal person to be contacted in the event USC has additional questions with regard to your response.
1.2	Provide a brief business summary of your company (3000 characters or less). The summary should include whether the company is publicly or privately held, number of years in business, annual sales figures, number of full-time employees, examples of any prior business with USC, D&B number and web site address if available.
1.3	Provide any other relevant information on the supplier's business or technical experience and capabilities (3000 characters or less).
1.4	Provide three (3) customer references (including contact information) on contracts of similar scope and size. Do not include references from USC.

2. Technical

2.1	Describe any web-based tools or online services available (3000 characters or less).
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3. Customer Service

3.1	From what location(s) would USC's account be managed (if not from company headquarters)?
3.2	Describe telephone support offered by your company. Include days and hours of service, availability of a toll-free number, and response time.

4. Sustainability

4.1	Please attach a copy of your firm's sustainability and/or social responsibility plan or policy (if any).
4.2	Does your firm report its greenhouse gas emissions? If yes, then please attach report.
4.3	Please provide any additional information that specifically addresses the environmental impact of products, facilities, or processes included in this RFI.

Question and Answers for Bid #0906-026 - Medical 3D Animator/Illustrator

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.

Question Deadline: Jun 15, 2009 12:00:00 PM PDT