



**REQUEST FOR PROPOSALS
GMU-646-11**

ISSUE DATE: November 09, 2011

TITLE: **WEB DESIGN SERVICES**

ISSUING AGENCY: George Mason University
Attn: Purchasing Department
4087 University Drive, Room 400
Fairfax, Virginia 22030-4444
PH (703)993-2580, FX (703)993-2589

LOCATION WHERE WORK WILL BE PERFORMED: George Mason University, College of Visual & Performing Arts

SEALED PROPOSAL DUE DATE AND TIME: December 2, 2010 @ 2:00 PM. Proposals will not be opened in public.

Note: A return envelope is not being provided. It is the responsibility of the Offeror to ensure the proposal is submitted in an envelope, box, container, etc. that clearly identifies the contents as a proposal submission in response to this Request for Proposal. See also Section VI herein.

QUESTIONS/INQUIRIES: E-mail all inquiries for information to:
Eddie Mattox , Senior Buyer: emattox@gmu.edu

HAND DELIVER OR MAIL PROPOSALS DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE

OPTIONAL PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference with a site visit will be held on November 17, 2010 @2:30 PM at Mason Hall, Meece Conference Room, D23. See Section X. for further details.
Campus Directions: <http://www.gmu.edu/resources/visitors/>

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Date: _____
By: _____
Title: _____

Fed ID No: _____ Signature: _____

Email: _____ Phone: _____

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment

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- I. **PURPOSE.** The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified sources to establish a contract through competitive negotiations for providing graphic identity and interactive web design to the College of Visual and Performing Arts (CVPA) at George Mason University (Mason). George Mason University is an Institution of Higher Education of the Commonwealth of Virginia.
- II. **GOVERNING RULES:** This solicitation is issued in accordance with the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 (§ [23-38.88](#) et seq.) of Title 23 of the Code of Virginia, and in particular § [23-38.90](#) of the Restructuring Act, referred to as the “*Governing Rules*”. For complete information visit: <http://fiscal.gmu.edu/Forms/Purchasing%20Forms/GTC09-2.pdf>
- III. **BACKGROUND:** George Mason University, serves more than 30,000 students from its three campuses: Fairfax, Arlington, and Prince William. One of six senior doctoral institutions in the Commonwealth, Mason is an innovative educational leader providing a cultural and economic resource for Virginia. The College of Visual and Performing Arts has been identified as one of the “Spires of Excellence” at the University, and is searching for a firm that can help the College use electronic media to tell its story, and promote the College as a preferred option for talented students who are searching for the place to pursue an extraordinary arts education. The College is composed of four academic units (School of Art, School of Dance, School of Music, and Department of Theater), three academic programs (Master of Arts Management, Film and Video Studies, Computer Game Design), two major performing spaces (Center for the Arts, Hylton Performing Arts Center) and numerous smaller performance spaces. In addition to the academic programs the College is the home for the Potomac Arts Academy (providing educational outreach into the Northern Virginia Community), and several professional performance ensembles, including Theater of the First Amendment, The Metropolitan Jazz Orchestra, and the American Festival Pops Orchestra. The successful vendor will be challenged to ensure that there is a commonality of appearance among these diverse components. See Attachment A for a list of the main pages from the current web sites for each of the component part of the College of Visual and Performing Arts.

See the following website for more background information on the College of Visual and Performing Arts.

<http://cvpa.gmu.edu>

- IV. **PERIOD OF PERFORMANCE:** To be determined.
- V. **STATEMENT OF NEEDS:** Contractor(s) shall furnish all necessary labor, resources, equipment and materials fulfill CVPA’s needs in the areas of: creative direction; design; copy writing; graphic production to create a graphic identity and interactive web design that is more readable, aesthetically pleasing, modern and professional. The redesign should take into account current technology trends and best practices for website design. Contractor shall furnish a content management system as part of final web component. The Contractor(s) must follow George Mason University’s Style Guidelines, and the web design must be created to be compatible with the University servers on which it will be housed.
- A. **SPECIFIC REQUIREMENTS:**
1. Creative Direction: Contractor would meet with CVPA to secure necessary information that will allow Contractor to make substantive and meaningful recommendations for the creative direction of materials that will be produced by CVPA. This will require onsite meetings with CVPA personnel, and other persons identified by CVPA. Creative direction will ensure the production of materials that are consistent in image, quality and message.
 2. Design: Contractor would work with CVPA personnel throughout the design process for each component that will be designed for CVPA. Examples of web pages to be included are listed in Attachment A. Contractor may be required to provide a number of pre-design mock-ups as determined by CVPA. Design will reflect the specific audience for each component and the consistency with which each component conforms to the overall Creative Direction. Ongoing consultation with CVPA will allow contractor to create final design that will be submitted to CVPA for approval.
 3. Copy Writing: Contractor would provide copy-writing services as required for each component. CVPA will provide general information and consult with the contractor to provide answers and clarification. Contractor shall ensure that copy writing is completed in a style that CVPA deems is

consistent with the established Creative Direction as well as other extant materials. Contractor will be required to write copy that is informative and educational, as well as copy that is geared toward attracting prospective students. Contractor shall write, edit and proof copy before presenting to CVPA for approval.

4. **Graphic Production:** Contractor will execute approved designs providing client with finished product. Finished product will include graphic identity, interactive web design and content management system. Content management system must include capability to allow Mason to update all copy, images, audio and video.

B. CONTRACTOR QUALIFICATIONS: Contractor should demonstrate the following:

1. Contractor should provide information that demonstrates their ability to perform each of the services identified in Section V. Statement of Needs. Failure to demonstrate ability in one area will not preclude CVPA from selecting Contractor for other areas. References should include clients that can provide details of their abilities in these areas.
2. Contractor should provide evidence of at least five years of experience and measurable success in providing the defined work. Such evidence should include demonstrable results and examples. References should include clients willing to discuss their perceptions of contractor's success.
3. Contractor should provide no fewer than three examples from other universities that demonstrate their experience and success in providing similar services including what role they played in the production. References should include individuals at such universities who are willing to attest to contractor's experience and success.
4. Contractor should provide examples and/or materials that demonstrate their understanding of student recruitment and marketing the performing arts. References should include individuals who are in a position to evaluate contractor's understanding of these areas.
5. Contractor should provide examples and information that demonstrates their ability to prepare and adhere to budgets and production schedules for similar projects as those listed in Section V. Statement of Needs. References should include individuals who are in a position to evaluate Contractor's ability to adhere to established budgets and production schedules.

VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. GENERAL REQUIREMENTS:

1. RFP Response. In order to be considered, proposals must be submitted to the Mason's Purchasing Office prior to the due date and time stated in this RFP. Offerors are required to submit one (1) signed original and five (5) hard copies of the proposal. Also, submit one (1) CD copy. If proposal contains proprietary information, then submit one (1) extra CD copy without proprietary information (see Item 2e below for further details). The Offeror shall make no other distribution of the proposals.
2. Proposal Presentation:
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in your proposal being considered non-responsive and therefore, rejected.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirement of the RFP. Emphasis should be on completeness and clarity of content.

- c. The original hard copy proposal should be bound in a single volume when practical. The original hard copy proposal must be clearly marked on the outside of the proposal. All documentation submitted with the proposal should be bound in that single volume.
 - d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter and repeat the text of the requirement as it appears in the RFP. If a response covers more the one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirement of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals which are not organized in this manner risk being eliminated from consideration if the evaluators are unable to determine where the RFP requirements are specifically addressed.
 - e. Ownership of all data, material and documentation originated and prepared for Mason pursuant to the RFP shall belong exclusively to Mason and be subject to public inspection in accordance with Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offerors shall not be subject to public disclosure under this Act; however, the Offeror must invoke the protection of §34 of the *Governing Rules* in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified in some distinctive method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs which constitute trade secret or proprietary or trade secrets. Labeling the entire contents of a proposal is not acceptable and may result in rejection and return of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Mason. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will not affect the original submitted proposal. Mason will schedule the time and location of the presentation. If required, oral presentations are tentatively scheduled for 1/4/10-1/6/10. Oral presentations are an option of Mason and may or may not be conducted; therefore, it is imperative all proposals should be complete.
- B. SPECIFIC REQUIREMENTS: Proposals should be as thorough as possible to allow Mason to properly evaluate the Offeror's capabilities and approach toward providing the required services. Offerors are required to submit the following items as a complete proposal:
1. Return RFP GMU-646-11 and all addenda, if any, signed and completed as required.
 2. Return Attachment B. Vendor Data Sheet
 3. References: No fewer than four (4) that demonstrates the Offeror's qualifications as described in Section V. B.
 4. A written narrative statement to include:
 - a. Experience in providing the services described herein.
 - b. Names, qualifications and experience of personnel to be assigned to the contract.
 - c. Resumes of staff to be assigned to the contract.
 5. Specific plans for providing the proposed services including:

- a. Approach for accomplishing the Statement of Needs.
 - b. Project timeline.
6. Samples: Provide samples similar to those materials referenced in Attachment A.
7. Pricing:
 - a. Proposed Cost for the entire project, including detail of number of hours per component multiplied by hourly rate.
 - b. Hourly rate for other Mason department request.
 - c. Hourly rate for other agencies that may utilize this contract.
- C. **IDENTIFICATION OF THE PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified on the outside as follows.

FROM: Name of Offeror _____ Due Date: **December 02, 2010** Time: **2:00PM**

Street or Box Number _____ **RFP GMU-646-11**

City, State, Zip Code _____ RFP Title: **WEB DESIGN SERVICES**

Name of Contract Officer or Buyer: EDDIE MATTOX

The envelope or package should be addressed to the Issuing Agency as directed on Page 1 of the solicitation. If a proposal is mailed, the Offeror takes the risk that the envelope/package, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bid/proposal should be placed in the envelope.

VII. EVALUATION AND AWARD CRITERIA: To be considered for award, your company must be registered with Virginia's electronic procurement system, eVA. For further information, please visit:
<http://fiscal.gmu.edu/Resources/eVA/eVAVendorletter.pdf>

- A. **EVALUATION CRITERIA:** Proposals shall be evaluated by George Mason University using the following criteria:

<u>Description</u>	<u>Point Value</u>
1. Quality of services offered and suitability for the intended purposes	30
2. Demonstrated success in achieving measurable results	15
3. Demonstrated experience in providing similar services for other universities	20
4. Specific plans or methodology to be used to perform the services	15
5. Cost	20

- B. **ACCEPTANCE OR REJECTION:** Mason reserves the right to accept or reject any or all proposals, in whole or in part, to take exception to any RFP specifications, to make an award based solely on the proposals received or to negotiate further with one or more offerors. Mason also reserves the right to negotiate a contract with the selected offeror(s), which is at variance with the RFP initially prepared by Mason and/or responded to by the offeror. Failure to comply with the RFP by an offeror, as determined by Mason may be grounds for the exclusion of such offeror from further consideration by Mason.
- C. **SELECTION:** The selection by Mason shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposal. Negotiations shall be

conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Mason shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Mason may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Governing Rules § 49 D*). Should Mason determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

VIII. CONTRACT ADMINISTRATION: Upon award of the contract, Mason shall designate, in writing, the name of the Contract Administrator who shall work with the contractor in formulating mutually acceptable plans and standards for the operations of this service. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, or their designee(s) however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope of the work or change the basis for compensation to the contractor.

IX. PAYMENT METHOD AND SCHEDULE: Invoices shall be paid NET 30 day after receipt and approval of the by the Contract Administrator. The Contractor shall list the Purchase Order number on all invoices submitted.

Mail Invoices Directly To: George Mason University
 Accounts Payable Department, MSN 3C1
 4400 University Drive
 Fairfax, VA 22030

X. SPECIAL TERMS AND CONDITIONS

A. **ADDITIONAL USERS:** It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access any resulting contract if authorized by the contractor.

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

B. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to George Mason University will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that George Mason University has purchased or uses any of its products or services, and the contractor shall not include George Mason University in any client list in advertising and promotional materials.

C. **BEST AND FINAL OFFER (BAFO):** At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be rescored to combine and include the

information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

- D. SMALL, WOMEN, AND MINORITY-OWNED BUSINESSES SUBCONTRACTING AND EVIDENCE OF COMPLIANCE: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to small businesses. This shall include DMBE certified women-owned and/or minority-owned businesses when they have received DMBE small business certification. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing Mason's Purchasing Department at a minimum the following information: name of small business, phone number, total dollar amount subcontracted, category type (small, women, or minority/owned), and type of product/service provided.
- E. OBLIGATION OF OFFEROR: By submitting a proposal, the Offeror covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief from this contract because of any misunderstanding or lack of information.
- F. LATE BIDS/PROPOSALS: To be considered, bids or proposals must be received at the specific office location specified in this solicitation on or before the date and time designated in this solicitation. Vendors are responsible for the delivery of the bid or proposal and if using U.S. Mail or a delivery service should ensure that the bid or proposal is addressed properly. Bids or proposals that are not received by the due date and time will not be accepted. Bids or proposals that arrive after the due date and time will not be considered and the Purchasing Department will contact the vendor to arrange for pick up or destruction of the late bids or proposals. The official time used in receipt of bids or proposals shall be the time on the automatic time stamp machine of Mason's purchasing office.
- G. PROPOSAL ACCEPTANCE PERIOD: This proposal shall be binding upon the Offeror for 120 calendar days following the proposal return date. Any proposal on which the Offeror shortens the acceptance period may be rejected. At the end of the 120 days, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- H. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- I. SUBCONTRACTS: **No portion of the work shall be subcontracted without prior written consent of Mason's Purchasing office.** In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Mason's Purchasing office the names, qualifications, criminal background checks and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- J. ORDERING OPTION: During the first twelve (12) months after contract is awarded, with the concurrence of the contractor, George Mason University may allow other departments at the University to contract for services under the contract at the labor rates negotiated through the issuance of separate purchase orders.
- K. PREPROPOSAL CONFERENCE – OPTIONAL: An optional pre-proposal conference will be held on 11/17/10 @ 2:30PM located at 4400 University Drive, Fairfax, VA (Mason Hall, room: D23). The purpose of his conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

- L. NON-VISUAL ACCESS TO TECHNOLOGY: All information technology (the "Technology") which is purchased or upgraded by Institutions of higher education shall comply with the following nonvisual access standards from the date of purchase or upgrade until the expiration of the contract:
- (i) effective, interactive control and use of the Technology shall be readily achievable by nonvisual means;
 - (ii) the Technology equipped for nonvisual access shall be compatible with information technology used by other individual with whom any blind or visually impaired user of the Technology interacts;
 - (iii) nonvisual access technology shall be integrated into any networks used to share communications among employees, program participants or the public; and
 - (iv) the technology for nonvisual access shall have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing nonvisual access standards shall not be required if the head of the using agency, Institution determines that (i) the Technology is not available with nonvisual access because the essential elements of the Technology are visual and (ii) nonvisual equivalence is not available.

Installation of hardware, software, or peripheral devices used for nonvisual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information shall permit the installation and effective use of nonvisual access software and peripheral devices.

If requested, the Contractor must provide a detailed explanation of how compliance with the foregoing nonvisual access standards is achieved and a validation of concept demonstration.

- M. CRIMINAL BACKGROUND INVESTIGATIONS: George Mason University reserves the right to require that the Contractor and his/her employees successfully complete a criminal background check prior to the start of their services. The criminal background investigation shall include a review of the Contractor and his/her employee's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of the US Department of Treasury) should be reviewed.

George Mason University currently uses HireRight (www.HireRight.com) to conduct criminal background investigations on their selected employees and HireRight has agreed to extend this rate to affiliated Contractors. Contractors of outsourced services are responsible for all costs associated with conducting background checks.

- N. UNIVERSITY REVIEW/APPROVAL: All goods, services, products, designs, etc., produced by a contractor for or on behalf of George Mason University are subject to University review and approval prior to contract award.
- O. COMPLIANCE WITH LAW: All goods and services provided to George Mason University shall be done so in accordance with any and all local, state and federal laws, regulations and/or requirements. This includes any applicable provisions of FERPA or the "Government Data Collection and Dissemination Practices Act" of the Commonwealth of Virginia.

XI. RFP SCHEDULE:

Issue in eVA VBO:	11/09/2010
Advertise in Washington Post:	11/14/2010
Pre-Proposal Conference:	11/17/2010
Proposals Due:	12/02/2010
Proposals to committee:	12/06/2010
Committee review and score proposals:	12/07/2010-12/20/10
Scores due to Purchasing:	12/21/2010
Oral presentations if required:	01/04/2010-01/06/2010
Negotiations:	Week of 01/10/2010
Best and Final Offers:	01/13/2010
Tentative Award:	01/19/2010
Contract start date:	01/29/2010

ATTACHMENT A

HOME PAGES OF WEB SITES INCLUDED IN THE STATEMENT OF NEEDS

ARTS by George!

<http://artsbygeorge.gmu.edu/>

Art, Graduate Education Programs

<http://arteducation.gmu.edu/>

Arts, Master of, in Arts Management

<http://artsmanagement.gmu.edu/welcome.htm>

Center for Arts and Wellness

<http://www.gmu.edu/centers/artswellness/>

Center for the Arts (CFA)

<http://cfa.gmu.edu/>

Friends of CFA

<http://cfa.gmu.edu/friends/>

College of Visual and Performing Arts (CVPA)

<http://cvpa.gmu.edu/>

CVPA: Arts at Mason

<http://cvpa.gmu.edu/artsatmason-comingsoon.html>

CVPA: Film and Video Studies (FAVS)

<http://cvpa.gmu.edu/favs/>

CVPA: Game Design

<http://cvpa.gmu.edu/game-design/index.html>

Friends of Gaming/Game Design

(does not currently exist, but is included in project)

School of Dance

<http://dance.gmu.edu/>

Friends of Dance

http://dance.gmu.edu/Pages/friends_of_dance.html

Hylton Performing Arts Center/Hylton Center/HPAC

<http://hyltoncenter.org/>

Friends of the Hylton

(does not currently exist, but is included in project)

Mason Summer Festival

<http://cfa.gmu.edu/festival/>

School of Music

<http://music.gmu.edu/>

Friends of Music

<http://www.gmu.edu/depts/music/friends/index.html>

Mason Jazz

<http://music.gmu.edu/jazz/>

Green Machine

<http://greenmachine.gmu.edu/> or <http://georgemasongreenmachine.com/>

Drumline

<http://drumline.gmu.edu/>

Potomac Arts Academy

<http://www.potomacacademy.org/>

Instruments in the Attic

<http://instrumentsintheattic.gmu.edu/>

School of Art

<http://soa.gmu.edu/>

ArtsBus

<http://artsbus.gmu.edu/>

Friends of Art

<http://soa.gmu.edu/pages/alumni/friendsofart.html>

Department of Theater

<http://www.gmu.edu/depts/theater/>

Friends of Theater

<http://www.gmu.edu/depts/theater/friends.html>

Mason Players

<http://www.gmu.edu/org/gmuplayers/>

Theater of the First Amendment

<http://www.theaterofthefirstamendment.org/>

ATTACHMENT B
VENDOR DATA SHEET
TO BE COMPLETED BY OFFEROR

1. QUALIFICATION OF OFFEROR: The Offeror certifies that they have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. YEARS IN BUSINESS: Indicate the length of time in business providing this type of service:

Type of Business: _____ . _____ Years _____ Months

3. BUSINESS STATUS:

A. Type of organization (circle one):

Individual	Partnership	Corporation
Sole Proprietor	Government	Other (explain)

B. Category (circle one):

Manufacturer/Producer	Mfgr's Agent	Retailer
Service Establishment	Distributor	Wholesaler
Other (explain)		

C. Status (circle one):

1. (MB) MINORITY OWNED. Defined as actively managed and at least 51% owned by an American Citizen of one of the following ethnic backgrounds; Native American, Black, Hispanic, Asian or Asian Pacific.
2. (WB) WOMAN OWNED. Defined as actively managed and at least 51% owned by a woman or group of women.
3. (SB) SMALL BUSINESS: Defined by the US Small Business Administration as independently owned and operated, with annual revenues less than \$5M (services) or less than 500 employees (manufacturing). May include non-profit or publicly owned business entities.