



**MATERIEL MANAGEMENT AND PURCHASING
201 HIGH STREET
LANCASTER HALL, ROOM 207A
FARMVILLE, VIRGINIA 23909**

REQUEST FOR PROPOSAL

#LU214-17-030

PARKING MANAGEMENT SYSTEM

JUNE 16, 2017



LONGWOOD UNIVERSITY IS A PROUD MEMBER OF VASCUPP

REQUEST FOR PROPOSALS (RFP)

Issue Date: June 16, 2017

RFP#LU214-17-030

Title: Parking Management System

Commodity Code: 55090, 92003, 92032, 95872, 95891

Issuing Agency: COMMONWEALTH OF VIRGINIA
Longwood University
Materiel Management and Purchasing
201 High Street, Lancaster Hall, Room 207A
Farmville, Virginia 23909

OPTIONAL PRE-PROPOSAL CONFERENCE

1:00 p.m., June 27, 2017
Lancaster Hall, 2nd Floor, Room 223
Longwood University
Farmville, Virginia 23909

Location Where Work Will Be Performed: Longwood University, Farmville, Virginia 23909

Initial Period Of Contract: September 1, 2017 through August 31, 2018. Optional four (4) successive one (1) year renewal periods.

Sealed Proposals Will Be Received Until: July 12, 2017 at 2:00 p.m. Local Time For Furnishing The Goods/Services Described Herein. **Proposals Shall Be Date/Time Stamped By The University Upon Receipt.**

All Inquiries For Information Should Be Directed To: Cathryn B. Mobley, Associate Vice President for Administration and Finance, using ATTACHMENT A – WRITTEN PRE-PROPOSAL QUESTION FORM emailed to materielmanagement@longwood.edu or faxed to (434) 395-2246. **Questions are due by 12:00 noon on July 6, 2017.**

MAIL OR HAND DELIVER PROPOSALS DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. Note: If you use an express delivery service, you may be told Longwood/Farmville is a next day delivery location, but make sure the carrier guarantees delivery by 2:00 p.m.

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

State Corporation Commission (SCC) ID#: _____ or statement describing why offeror is not required to have a SCC ID# must be furnished with your proposal.

eVA Member: [] Yes [] No

eVA Vendor ID#: _____

Check all that apply: Small Business []

Woman-Owned Business []

Minority-Owned Business []

Note: Offeror shall be a member of eVA on the date and time designated for receipt of proposals to be awarded this contract. See General Terms and Conditions X for information on registration.

DSBSD Certificate Number _____

Certification Date ____/____/____

Expiration Date ____/____/____

Name And Address Of Firm:

_____ Zip Code _____

E-mail: _____

Phone: (____) _____
(Toll Free, if available)

Date: _____

By: _____

(Signature In Ink)

Name: _____

(Please Print or Type)

Title: _____

Fax: (____) _____
(Toll Free, if available)

ADDENDUMS: Any changes resulting from Longwood University's requirements will be issued in an addendum and will be posted on the eVA website, <http://www.eVA.virginia.gov> and the Longwood University Materiel Management website, <http://tkts.longwood.edu/ifbrfp/reviewrfp.asp>. Click on Proposal Number **LU214-17-030**. It is the sole responsibility of the Offeror to check these web pages for all changes to the RFP prior to submission.

Failure to sign and return addenda may cause your proposal to be scored lower. Longwood University will not mail or fax these documents.

Note to Offerors: Parking is difficult, please plan to arrive early. If Offeror requires ADA accommodations to deliver proposal, please contact the Materiel Management and Purchasing Office at (434) 395-2093 twenty-four (24) hours prior to solicitation closing.

INCLEMENT WEATHER / SUSPENDED SCHEDULE: Proposal receipt deadline scheduled during a period of suspended state business operations, including school closing due to inclement weather, will be rescheduled for processing at the same time on the next regular business day. It is your responsibility to check Longwood's website or call for closing information. See the following website: <http://www.longwood.edu> or call the main number at 1-434-395-2000 after 6:00 a.m., to see if Longwood is going to be open or if a suspended schedule has been implemented.

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. **PURPOSE:** The intent and purpose of this Request for Proposals (RFP) is to solicit proposals from qualified sources to enter into a cooperative contract through competitive negotiation for a parking management system for Longwood University, (hereinafter also referred to as “Longwood” or “the University”), an agency of the Commonwealth of Virginia.

II. **GOVERNING RULES:** This solicitation is issued in accordance with the provisions of:

A. Purchasing Manual for Institutions of Higher Education and their Vendors: <https://vascupp.org>.

B. Governing Rules: <https://vascupp.org>.

C. General Terms and Conditions: <http://solomon.longwood.edu/media/materiel-management/solomon/General-Terms-and-Conditions-1-Jul-2015.pdf>

D. Data Protection Addendum: <http://solomon.longwood.edu/offices--departments/materiel-management--purchasing/purchasing/>

III. **BACKGROUND:** Longwood University is a small public institution located in rural central Virginia. The current enrollment is just over 5,000 students with the future potential to reach 6,000 students. There are three basic components to Longwood: main campus [including Longwood Landings (LL)] and two (2) off-site residential campuses; Longwood Village (LV) and Lancer Park (LP). Parking is allotted at each of these locations and traffic enforcement is routinely practiced. Parking on the main campus is a mixture of faculty/staff, commuter, residential, and visitor designated spaces. Sprinkled among these spaces are loading zones, timed-use spaces, spaces for state vehicles, and ADA spaces. Our current space allocation is as follows:

- ❖ **Faculty/Staff:** 667 spaces in 14 parking lots, 3 street parking locations, and one single-level garage.
- ❖ **Commuter:** 459 spaces in 9 parking lots and 4 street parking locations.
- ❖ **Resident Student:** 878 spaces in 8 parking lots and 1 on street parking option.
- ❖ **Visitor:** 113 spaces
- ❖ **ADA:** 57 spaces
- ❖ **Loading Zone:** 22 spaces
- ❖ **State Vehicle:** 63 spaces

Parking at LV includes 325 LV Community/Commuter spaces, 30 visitor spaces, 5 ADA spaces and 5 faculty/staff spaces.

Parking at LP includes 613 resident spaces, 257 freshman spaces, 223 visitor spaces, 35 faculty/staff spaces, 10 ADA spaces, and 7 loading zone spots.

The total number of parking spaces for main campus and the 2 off-site locations is 3,769.

Faculty and Staff have plastic hangtags that are valid for multiple years before replacement. These hangtags are mostly paid for through payroll deduction. Adjunct faculty can purchase their permits online and pay with a credit card.

Students can purchase an adhesive parking decal for either a semester or a full academic year. There are many different types of permits based on various criteria. Currently the different decals that can be purchased online for a semester or an academic year are: adjunct faculty, night graduate student, Resident Advisor (main campus or Longwood Landings), Lancer Park dorms, Lancer Park apartments, Longwood Village student, main campus and Longwood Landings student, commuter, and freshman resident.

Freshman students are typically not allowed to have a car during the first year, but a lottery system coordinated by the Admissions Office, allows 200 freshman students this privilege.

Guest passes are currently issued at no cost. A guest pass may not exceed three (3) consecutive days. Temporary permits are available to students and limited to two (2) temporary permits per semester.

Contractors may purchase parking passes which are good for the duration of the job they are working on.

Parking Tickets Issued in past 3 Academic Years:

2014 – 2015	1,851
2015 – 2016	1,435
2016 – 2017	1,435

Note: Average has run about 1,574 tickets per academic year.

IV. **STATEMENT OF NEEDS:**

Longwood is seeking a parking management solution that must ensure a secure, database encrypted and PCI compliant, vendor-hosted, web-based system that enhances customer convenience for getting parking permits, paying citations, and creating an easier ticketing solution. It must integrate with our Banner student accounts using Touchnet and allow for expanding to other modules for events, License Plate Recognition (LPR), and gate management. Excellent customer care, training and support are a must.

A. Mandatory Requirements:

1. Citations
 - a. Management which allows the administrative staff to monitor and manage users, citations, reports, and permits.
 - b. Payments must be real time posting to Student Account through Touchnet. The payments and charges must feed between Banner and the citation module so ticket charges for students, non-students, and faculty/staff feed to banner and payments feedback to the citation module on the student's account. An appealed ticket will zero out the charge and then if an appeal is denied the charge will go back on in the current billing term.
 - c. Payments for Permits must feed between Banner Finance and the permit software using Touchnet and must be PCI compliant.
 - d. Real time enforcement in the field.
 - e. Printers and handhelds for citations.
 - f. Capability to count number of citations a person has received.
 - g. Capability to take pictures of the reason for the citation.
 - h. Person history report for citations.
 - i. Lookup vehicle by tag, id number, or decal number in the field and on the administrative side.
 - j. Email citations to students when ticket is issued.
2. Permits
 - a. Longwood will define the rules for multiple permit types.
 - b. Permits for guests and visitors may be purchased online or cash and carry and printed for placement in vehicle windshield.

- c. Allow certain users to be able to purchase their permits online by registering their vehicles including multiple vehicles depending on the permit type.
- d. The system must allow the physical use of permits and the ability to use hand held devices that have permit recognition software.
- e. Permit payments shall integrate between the parking management solution and Touchnet and Banner and must be PCI compliant.

3. Support

- a. Customer service with 24-hour turnaround on questions.
- b. Provide 60 hours of on-site instructions to Longwood staff.
- c. Provide an additional 16 hours of on-site training at Longwood's request within 24 months of the system acceptance.
- d. Contractor shall provide a complete Permit & Citation software Operating & Support technical manual on all proposed software modules.
- e. Provide one (1) free registration for any user's conference conducted by the Contractor.

4. Other

- a. Software shall be hosted by the Contractor.
- b. Software must be a Touchnet Ready partner or willing to become a Touchnet Ready partner.
- c. If modules are not part of the Contractor's base software, they must be available for purchase and attached to the Contractor's base software, as the University expands its parking services.
- d. Vehicle management.
- e. Customer management.
- f. Appeal module to send email letters when an appeal is made, denied, and accepted.
- g. Reporting system with ability to create custom reporting.
- h. PCI compliant payment system.
- i. Conversion of data from current system to new system:
 - (i) Approximately 500 citations
 - (ii) Approximately 42,000 names and addresses
 - (iii) Approximately 25,000 permits and vehicles

B. DESIRED FUNCTIONS:

- 1. Allows administrative staff to monitor and manage event parking and parking lot usage.
- 2. LPR Integration:
 - a. Equipment with two (2) cameras effective in a variety of weather and lightening conditions.
 - b. Software and support to install the equipment and software.
 - c. Data storage for all pictures and data collected or set up so the data is fed to a server we have for storage and assistance in setting this up.
 - d. Kiosk application for vehicle registration.
 - e. Location and license plate restrictions to help prevent abuse.
 - f. Real time update of validation status on handheld and vehicle enforcement units.

- g. Multiple validation types supported, including time-based and prepaid validation.
 - h. Validation usage reports.
 - i. Departmental or customer prepaid feed to Banner using Touchnet.
3. Pay-by-phone on site to buy temporary decal or pay a citation. Offeror must specify how the application will meet PCI compliance for payments.
 4. GPS – location of ticket.
 5. System Dashboard to monitor ticket and permit activity.
 6. Barcode scan for visitor parking.
 7. Events module:
 - a. Able to operate in real time over cellular wireless and/or University hosted wireless time utilizing user friendly interface.
 - b. Notifies officers of events and provides two way communication between the server and the handhelds.
 - c. Generates a statement showing event parking costs for event host.
 - d. Online purchase tracking (count) and on-site payment using either a phone or payment booths, both with PCI compliance certification.
 - e. Bus management.
 8. Event permits online.
 9. Department guest passes.
 10. Permits – temporary for beginning of year to include financial aid rule.
 11. Count of available spaces in a parking lot.
 12. Gate management.

V. **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:**

A. **GENERAL INSTRUCTIONS:**

1. **RFP Response:** In order to be considered, offerors must submit a complete response to Longwood by the due date and time stated in this RFP. Offerors are required to submit one (1) signed original hardcopy (paper) of the entire proposal including all attachments and proprietary information; five (5) additional hardcopies (paper) including all attachments and proprietary information and one (1) copy of the proposal as a PDF file including all attachments and proprietary information in electronic format (e.g., CD, DVD or Thumb Drive). If the proposal contains proprietary information, then a redacted copy of the proposal in electronic format must also be submitted. The offeror shall make no other distribution of the proposals.
2. **Proposal Preparation:**
 - a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information

requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements.

Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors’ proposal.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the offeror must invoke the protections of § 2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material 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 by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection 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 the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted, therefore, proposals should be complete when submitted.

B. SPECIFIC PROPOSAL INSTRUCTIONS: Proposals should be as thorough and detailed as possible so that Longwood may properly evaluate the offeror's capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal:

1. Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
2. Return Offeror Data Sheet, included as an attachment to the RFP.
3. A written narrative statement to include:
 - a. A brief company history, to include number of employees in the company and the number of employees working in the Parking software module, by job description.
 - b. Names, qualifications and experience of personnel to be assigned to the project.
 - c. Information on current software clients, including:
 - (i) Total number of clients.
 - (ii) List of clients with similar needs using the same solution(s) proposed.
 - (iii) Evidence of successful completion of a project of a similar size/complexity.
 - (iv) List of higher education customers in the past three years.
 - (v) List of higher education customers who have ceased using your solution.
 - (vi) Geographic reach of the offeror.
 - d. Additional goods and/or services the offeror can provide for Longwood to consider. Additional goods and/or services shall be offered under the same pricing, terms and conditions to make modifications or enhancements to the

existing goods and services. Such additional goods and/or services may include other products, components, accessories, subsystems or related services that are newly introduced during the term, and should be provided at favored nations pricing, terms and conditions.

4. Specific plans for providing the proposed goods/services including:
 - a. A complete and detailed description of the offeror's methodology and plan for providing the goods/services described herein.
 - b. Timeline for providing the goods/services described herein.
5. Price Proposal (see Section X. of the RFP).
6. Small Business Subcontracting Plan (SBSP) – Summarize the planned utilization of DSBSD-certified small businesses which include businesses owned by women and minorities, when they have received DSBSD small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless the solicitation has been set-aside for small businesses or no subcontracting opportunities exist. A SBSP template is included in this RFP as Attachment B and must be returned with the proposal.

VI. **EVALUATION AND AWARD CRITERIA:**

- A. **EVALUATION CRITERIA:** Proposals will be evaluated for full compliance with the RFP requirements and the terms and conditions set forth within the RFP document. The objective of the Evaluation Committee will be to select the Contractor that is most responsive to the herein described needs and represents the best value for Longwood University.

Proposals will be evaluated by Longwood University using the following weighted evaluation criteria:

<u>EVALUATION CRITERIA</u>		<u>POINT VALUE</u>
1.	Software meets requirements	20
2.	Software includes or is capable of adding modules to meet the requirements of additional parking capabilities	15
3.	Price	20
4.	Timeline with support and service	15
5.	Small Business Subcontracting Plan	20
6.	Training	5
7.	References from other clients	<u>5</u>
TOTAL		<u>100</u>

- B. **AWARD OF CONTRACT:** Selection 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 RFP, including compensation, if so stated in the RFP. Negotiations shall be conducted with the offerors so selected. After negotiations have been conducted with each offeror so selected, Longwood shall select the offeror(s) which, in its opinion, has made the best proposal, and shall award the contract to the offeror(s). Longwood may cancel this RFP 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. (Section 11-65D, Code of Virginia.) Should Longwood 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 offeror's proposal as negotiated.
- VII. **CONTRACT ADMINISTRATION:** Upon award of the contract, Longwood 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 Longwood 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.
- VIII. **SPECIAL TERMS AND CONDITIONS:**
1. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
 2. **AWARD OF CONTRACT:** Selection 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 Proposals. 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, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals 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 (Code of Virginia, § 2.2-4359D). Should the Commonwealth 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.
 3. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice

shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

4. **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in multiple purchase order(s) with the applicable eVA transaction fee assessed for each order.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

5. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for four (4) successive one (1) year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
6. **CONTRACT PARTICIPATION:** Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (copy available at <http://www.longwood.edu/materielmanagement>), Cooperative Procurement, 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 Longwood 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 Longwood University. Longwood 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 Longwood 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.

7. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal in response to this solicitation shall be valid for (90) days. At the end of the 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.
8. **IDENTIFICATION OF PROPOSAL ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	<u>7/12/17</u>	<u>2:00 p.m.</u>
Name of Offeror	Due Date	Time
_____	<u>LU214-17-030</u>	
Street or Box Number	RFP No.	
_____	<u>Parking Management System</u>	
City, State, Zip Code	IFB/RFP Title	
DSBSD-certified Micro Business or Small Business No. _____		
Name of Contract/Purchase Officer or Buyer <u>Cathryn B. Mobley, CPA, CUPO, VCCO, VCO</u>		

9. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

- A. 1. It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a DSBSD-certified small business and where it is not practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No offeror or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.
2. Each prime contractor who wins an award in which a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a quarterly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.
3. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a quarterly basis, information on use of subcontractors that are not DSBSD-certified small businesses. Upon completion of the contract, the contractor agrees to furnish the purchasing

office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

- B. If the contractor intends to subcontract work as part of its performance under this contract, the contractor shall include in the proposal a plan to subcontract to small, women-owned, minority-owned, and service disabled veteran-owned businesses.”

10. **OPTIONAL PREPROPOSAL CONFERENCE:** An optional preproposal conference will be held at 1:00 p.m. on June 27, 2017 in Lancaster Hall, Room 223 at Longwood University. The purpose of this conference is to allow potential bidders/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.

11. **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.
12. **REFERENCES:** Offerors shall provide a list of three (3) references where similar services have been provided, preferably for a college or university. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and email address and telephone number. An OFFEROR DATA SHEET is included as ATTACHMENT C to this RFP and shall be completed and submitted with the offeror’s proposal.
13. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications 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.
14. **CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor assures that information and data obtained as to personal facts and circumstances related to patients or clients will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual’s and the agency’s written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

15. **CONTINUITY OF SERVICES:**

- a) The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:
 - (i) To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
 - (ii) To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
 - (iii) That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
- b) The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
- c) The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

16. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

17. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.

18. **CERTIFICATION TESTING PERIOD - SYSTEMS:** The system specified in the contract shall be considered ready for testing upon receipt of documentation from the contractor that a successful system audit or diagnostic test was performed at the site demonstrating that the system meets the minimum design/performance capabilities stipulated in the purchase agreement. The ninety (90) day testing period shall commence on the next calendar day following receipt of this documentation. Upon request, the procuring agency will provide written confirmation of its acceptance following successful completion of the certification period. Such acceptance shall not be conclusive of complete conformance in all respects to the contract specifications and other requirements, or the nonexistence of potential latent defects.
19. **EXCESSIVE DOWNTIME:** Equipment or software furnished under the contract shall be capable of continuous operation. Should the equipment or software become inoperable for a period of more than five (5) days, the contractor agrees to pro-rate maintenance charges to account for each full day of inoperability. The period of in operability shall commence upon initial notification. In the event the equipment or software remains inoperable for more than five (5) consecutive calendar days, the contractor shall promptly replace the equipment or software at no charge upon request of the procuring agency. Such replacement shall be with new, unused product(s) of comparable quality, and must be installed and operational within five (5) days following the request for replacement.
20. **LATEST SOFTWARE VERSION:** Any software product(s) provided under the contract shall be the latest version available to the general public as of the due date of this solicitation.
21. **LIMITATION OF USE:** The Commonwealth's right to use computer software developed entirely at private expense may be limited by the contractor as stipulated in this contract. Notwithstanding any provision to the contrary however, the Commonwealth shall have at a minimum: unlimited use of the software on the equipment for which it is purchased; use of the software on a secondary system for backup purposes should the primary system become unavailable, malfunction, or is otherwise rendered inoperable; use of the software at another Commonwealth site should the system be entirely transferred to that location; the right to make a backup copy for safekeeping; the right to modify or combine the software with other programs or materials at the Commonwealth's risk; and the right to reproduce any and all documentation provided such reproduction is for the sole use of the Commonwealth. These rights are perpetual and irrevocable; in the event of any actual or alleged breach by the Commonwealth, the contractor's sole remedy shall be to pursue a monetary claim in accordance with § 2.2-4363 of the Code of Virginia.
22. **MAINTENANCE:** Upon expiration of the specified warranty period and at the Commonwealth's option, the contractor shall provide up to additional one-year periods of on-site maintenance (including labor, parts, and travel) at the prices set forth in the pricing schedule. Maintenance shall not include external electrical work, providing supplies, and adding or removing accessories not provided for in the contract. Maintenance shall also not include repairs of damage resulting from: acts of God, transportation between state locations, negligence by state personnel, or other causes not related to ordinary use in the production environment in which installed. Each successive year of maintenance may be ordered by the Commonwealth in writing at least days prior to expiration of the existing maintenance period.
23. **NEW EQUIPMENT:** Unless otherwise expressly stated in this solicitation, any equipment furnished under the contract shall be new, unused equipment.
24. **OPERATIONAL COMPONENTS:** Unless otherwise requested in the solicitation, stated equipment prices shall include all cables, connectors, interfaces, documentation for all components, and any other items necessary for full systems operation at the user site. This does not include

consumable supplies such as paper, tapes, disks, etc., unless such supplies are expressly identified in the pricing schedule.

25. **PRODUCT SUBSTITUTION:** During the term of any contract resulting from this solicitation, the vendor is not authorized to substitute any item for that product and/or software identified in the solicitation without the prior written consent of the contracting officer whose name appears on the front of this solicitation, or their designee.
26. **QUALIFIED REPAIR PERSONNEL:** All warranty or maintenance services to be performed on the items specified in this solicitation as well as any associated hardware or software shall be performed by qualified technicians properly authorized by the manufacturer to perform such services. The Commonwealth reserves the right to require proof of certification prior to award and at any time during the term of the contract.
27. **RELOCATION OF EQUIPMENT:** Should it become necessary to move equipment covered by the contract to another location, the Commonwealth reserves the right to do so at its own expense. If contractor supervision is required, the Commonwealth will provide prior written notice of the move at least thirty (30) days in advance, in which case the contractor shall provide the required services and be reasonably compensated by the Commonwealth. Both the compensation to be paid and any adjustment to the maintenance terms resulting from the move shall be as mutually agreed between the parties. Regular maintenance charges shall be suspended on the day the equipment is dismantled and resume once the equipment is again certified ready for operational use.
28. **RENEWAL OF MAINTENANCE:** Maintenance of the hardware or software specified in the resultant contract may be renewed by the mutual written agreement of both parties for an additional one-year period(s), under the terms and conditions of the original contract except as noted herein. Price changes may be negotiated at time of renewal; however, in no case shall the maintenance costs for a succeeding one-year period exceed the prior year's contract price(s), increased or decreased by more than the percentage increase or decrease in the category of the CPI-W section of the US Bureau of Labor Statistics Consumer Price Index, for the latest twelve months for which statistics are available.
29. **REPAIR PARTS:** In the event that the performance of maintenance services under the contract results in a need to replace defective parts, such items may only be replaced by new parts. In no instance shall the contractor be permitted to replace defective items with refurbished, remanufactured, or surplus items without prior written authorization of the Commonwealth.
30. **SERVICE PERIOD:** On-site maintenance services shall carry a two (2) hour response time following initial notification and be available during the normal working hours of 8 A.M. to 5 P.M. Monday through Friday, excluding state holidays. All necessary repairs or corrections shall be completed within twenty-four (24) hours of the initial notification.
31. **SERVICE REPORTS:** Upon completion of any maintenance call, the contractor shall provide the agency with a signed service report that includes, at a minimum: a general statement as to the problem, action taken, any materials or parts furnished or used, and the number of hours required to complete the repairs.
32. **SOFTWARE UPGRADES:** The Commonwealth shall be entitled to any and all upgraded versions of the software covered in the contract that becomes available from the contractor. The maximum charge for upgrade shall not exceed the total difference between the cost of the Commonwealth's current version and the price the contractor sells or licenses the upgraded software under similar circumstances.

33. **SOFTWARE DISPOSITION:** Unless otherwise instructed by the contractor, the Commonwealth shall render unusable all copies of software acquired under the contract within thirty (30) days of termination of its license, except that the Commonwealth does reserve the right to retain one copy of the software for archival purposes when appropriate.
34. **SOURCE CODE:** In the event the contractor ceases to maintain experienced staff and the resources needed to provide required software maintenance, the Commonwealth shall be entitled to have, use, and duplicate for its own use, a copy of the source code and associated documentation for the software products covered by the contract. Until such time as a complete copy of such material is provided, the Commonwealth shall have exclusive right to possess all physical embodiments of such contractor owned materials. The rights of the Commonwealth in this respect shall survive for a period of twenty (20) years after the expiration or termination of the contract. All lease and royalty fees necessary to support this right are included in the initial license fee as contained in the pricing schedule.
35. **TERM OF SOFTWARE LICENSE:** Unless otherwise stated in the solicitation, the software license(s) identified in the pricing schedule shall be purchased on a perpetual basis and shall continue in perpetuity. However the Commonwealth reserves the right to terminate the license at any time, although the mere expiration or termination of this contract shall not be construed as an intent to terminate the license. All acquired license(s) shall be for use at any computing facilities, on any equipment, by any number of users, and for any purposes for which it is procured. The Commonwealth further reserves the right to transfer all rights under the license to another state agency to which some or all of its functions are transferred.
36. **THIRD PARTY ACQUISITION OF SOFTWARE:** The contractor shall notify the procuring agency in writing should the intellectual property, associated business, or all of its assets be acquired by a third party. The contractor further agrees that the contract's terms and conditions, including any and all license rights and related services, shall not be affected by the acquisition. Prior to completion of the acquisition, the contractor shall obtain, for the Commonwealth's benefit and deliver thereto, the assignee's agreement to fully honor the terms of the contract.
37. **TITLE TO SOFTWARE:** By submitting a bid or proposal, the bidder or offeror represents and warrants that it is the sole owner of the software or, if not the owner, that it has received all legally required authorizations from the owner to license the software, has the full power to grant the rights required by this solicitation, and that neither the software nor its use in accordance with the contract will violate or infringe upon any patent, copyright, trade secret, or any other property rights of another person or organization.
38. **WARRANTY AGAINST SHUTDOWN DEVICES:** The contractor warrants that the equipment and software provided under the contract shall not contain any lock, counter, CPU reference, virus, worm, or other device capable of halting operations or erasing or altering data or programs. Contractor further warrants that neither it, nor its agents, employees, or subcontractors shall insert any shutdown device following delivery of the equipment and software.
39. **WARRANTY OF SOFTWARE:** The contractor warrants the operation of all software products for a period of twelve (12) months from the date of acceptance. During the warranty period, the contractor shall provide hour toll free phone support and all patches, fixes, revisions, updates, upgrades, and minor releases to both the software and its supporting documentation. In addition, the contractor shall provide a two hour return call response time and complete all necessary patches/fixes within hours of initial notification.

40. **NONVISUAL ACCESS TO TECHNOLOGY:** All information technology which, pursuant to this agreement, is purchased or upgraded by or for the use of any State agency or institution or political subdivision of the Commonwealth (the "Technology") shall comply with the following nonvisual access standards from the date of purchase or upgrade until the expiration of this agreement:

- (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 individuals 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 or political subdivision 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.

The requirements of this Paragraph shall be construed to achieve full compliance with the Information Technology Access Act, §§ 2.2-3500 through 2.2-3504 of the Code of Virginia.

IX. **INVOICING AND PAYMENT:** The Contractor shall submit a fully itemized invoice that references the Longwood contract number, material description, quantities and unit prices, and Purchase Order number. Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the Commonwealth of Virginia Prompt Payment Act. Mail invoice(s) to:

Longwood University
Accounts Payable
201 High Street, Lancaster 213 A-D
Farmville, Virginia 23909

- X. **PRICE PROPOSAL:** The Offeror shall propose a price/fee structure including upfront costs and annual/maintenance/hosting fees, broken out by the different modules. Explain any associated costs with upgrades.

Note: Price adjustments shall be mutually agreed to by Longwood and the Contractor and made only at the time of each successive contract renewal period, if exercised, unless the contract is otherwise amended to include additional goods/services.

- XI. **ATTACHMENTS:**

A – WRITTEN PRE-PROPOSAL QUESTION FORM

B – SMALL BUSINESS SUBCONTRACTING PLAN

C – OFFEROR DATA SHEET

D – QUARTERLY SWaM SUBCONTRACTOR EXPENDITURE REPORTING FORM

E – LONGWOOD UNIVERSITY 2017 HOLIDAY AND WINTER CLOSING SCHEDULE

CAMPUS MAP-DIRECTORY

ATTACHMENT A – WRITTEN PRE-PROPOSAL QUESTION FORM

Project: Parking Management System
Longwood University
Farmville, Virginia 23909

Attention: Cathryn B. Mobley, CPA, CUPO, VCCO, VCO
Associate Vice President for Administration and Finance
Lancaster Hall, Room 217C
Longwood University
Farmville, Virginia 23909
Fax: 434-395-2246 | Email: materielmanagement@longwood.edu

The following questions are against RFP# LU214-17-030

<u>Section, Page, Paragraph, Line(s)</u>	<u>Question</u>
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All questions shall be received by **12:00 Noon, July 6, 2017**. All responses to questions will be made by addendum.

Question(s) submitted by:

Name _____

Company _____

Email Address: _____

Phone # _____

Fax # _____

ATTACHMENT B – SMALL BUSINESS SUBCONTRACTING PLAN

Definitions

DSBSD: Department of Small Business and Supplier Diversity.

Small Business: “Small Business” means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude DSBSD-certified women- and minority-owned businesses when they have received DSBSD small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by DSBSD by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <https://www.sbsd.virginia.gov/CustomerService>.

Offeror’s Name: _____

Preparer Name: _____ **Date:** _____

Instructions

- A. If you are certified by DSBSD as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in this section. Points will be assigned based on each offeror’s proposed subcontracting expenditures with DSBSD-certified small businesses for the initial contract period as indicated in Section B in relation to the offeror’s total price.

Section A

If your firm is certified by DSBSD, are you certified as a **(check only one below)**:

_____ Small Business	Certification Number: _____
_____ Small and Women-owned Business	
_____ Small and Minority-owned Business	Certification Date: _____

Section B

Populate the table below to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Small Business Name & Address	Status if Small Business is also:	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
DSBSD Certificate #	Women (W) Minority (M)				
Totals \$					

ATTACHMENT C – OFFEROR DATA SHEET (TO BE COMPLETED BY OFFEROR AND RETURNED WITH PROPOSAL)

- A. **Qualification of Offeror:** The Offeror must have the capability and capacity in all respects to fully satisfy all of the contractual requirements. Indicate below the length of time you have been in business providing the goods/services required herein.

_____ Year(s) _____ Month(s)

- B. **References:** List three (3) contacts (preferably a college or university if available) for whom you have provided this type of goods/services that the University has your permission to contact.

1.

Company/Name of Contact Person

Address

Phone Number

Date(s) of Service

Email Address

2.

Company/Name of Contact Person

Address

Phone Number

Date(s) of Service

Email Address

3.

Company/Name of Contact Person

Address

Phone Number

Date(s) of Service

Email Address

ATTACHMENT D – QUARTERLY SWaM SUBCONTRACTOR EXPENDITURE REPORTING FORM

THIS PAGE FOR REFERENCE ONLY – DO NOT COMPLETE FOR RFP#LU214-17-030 PROPOSALS

The subcontractor expenditure information provided on this form will be submitted in an electronic dashboard on behalf of Longwood University to the Virginia Department of Small Business and Supplier Diversity (DSBSD). Provide all information requested for actual expenditures for the monthly billing period.

Reporting Period: Fiscal Year _____ Quarter Ended _____

Prime Contractor Information: Complete one form for each Prime Contractor

Company Name:	_____	Company Contact:	_____
Company Address:	_____	Company Tax ID:	_____
	_____	Longwood Contact/	_____
	_____	Project ID	_____

Subcontracting Expenditures: The amount paid by prime contractors to DSBSD-certified SWaM business for work directly traceable to the fulfillment of a contract or project with Longwood University.

Subcontractor Name	Subcontractor Tax ID	Category * (MB/WB/SB)	Subcontractor Dollar Amount	DSBSD Certification Number

* Category: (MB) Minority Business, (WB) Women-owned Business, (SB) Small Business.
(Attach additional pages if necessary)

Summary of Expenditures by SWaM Category

Total Subcontracting Amount with Minority Businesses (MB)	Total Subcontracting Amount with Women-owned Business (W)	Total Subcontracting Amount with Small Business (SB)

Submitted by:	_____	Name:	_____
Title:	_____	Signature	_____
Telephone:	_____	Title	_____

ATTACHMENT E – LONGWOOD UNIVERSITY 2017 HOLIDAY AND WINTER CLOSING SCHEDULE

2017

Monday, January 2	New Year's Day (observed)
Monday, January 16	Martin Luther King Day
Monday, March 6 – Tuesday, March 7	Spring Break
Monday, May 22	Faculty/Staff Appreciation Day
Monday, May 29	Memorial Day
Monday, July 3 – Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Wednesday, November 22 – Friday, November 24	Thanksgiving
Monday, December 18 – Friday, December 29	Winter Break

2018

Monday, January 1	New Year's Day
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Holidays and Closings are subject to change. See Longwood University's website <http://www.longwood.edu> for current schedule.

Longwood University Directory

(Residence halls are at the end of the list.)

Admissions Office (Lancaster Hall)	13
Athletic Department (Tabb Hall)	8
Barlow Hall	25
Registrar and Academic Advising	
Baseball Field (Buddy Bolding Stadium)	44
Bedford Hall	36
Art	
Bedford Auditorium	
Maugans Alumni Center	11
Alumni, Career Center	
Blackwell Hall, Prince Edward & Virginia Rooms	
Institutional Advancement	
Bristow Hall	27
Physical Plant Operations/Materiel Mgmt.	
Campus Bookstore/Barnes & Noble	5
Center for Communication Studies & Theatre	49
Chichester Science Center	15
Biology, Chemistry, Environmental Sciences & Physics	
Colonnades	7
Communication Sciences & Disorders	50
Cormier Honors College	51
Coyner Hall	22
Crafts House	3
Future site of Upchurch University Center	53

Dorrill Dining Hall	28
Campus Police & Public Safety Information	
Financial Aid	13
First Avenue Field	32
French Hall	6
Information Technology	
Assessment & Institutional Research	
Graham Hall	24
Disability Support Services	
Parking	
Printing Services	
Grainger Hall	12
English	
Modern Languages	

Greenwood Library	34
Academic Support Center	
Hardy House	1
Conferences	
Facility Scheduling	
Health & Fitness Center	43
Campus Recreation	
Counseling Center	
Student Health	
Heating Plant	23
Hiner Hall	21
College of Business & Economics	
Hull Education Center	37
College of Education & Human Services	
Iler Hall	29
Environmental Health & Safety	
ROTC	
Jarman Hall	14
Jarman Auditorium	
Lancaster Hall	13
Administration & Finance	
Admissions Office	
Cashier/Student Accounts	
Financial Aid	
Human Resources	
Office of the President	
Public Relations	
Student Affairs	
Residential & Commuter Life	
Lancer Field	46
Lankford Student Union	30
Lancer Café	
Post Office	

Longwood Center for the Visual Arts (LCVA)	4
(Main & Third Streets)	
Longwood Estate	47
Athletic Fields	
Golf Course	
Longwood House	
Longwood Landings	5
Barnes & Noble Campus Bookstore	
Residence Hall	
Nursing	19
Registrar & Academic Advising	25
Ruffner Hall	10
Academic Affairs	
Cook-Cole College of Arts & Sciences	
History, Political Science & Philosophy	
Liberal Studies	
Mathematics & Computer Science	
Psychology	
Sociology, Anthropology & Criminal Justice	
College of Graduate & Professional Studies	
Small Business Development Center	42
Longwood University Real Estate Foundation	
Softball Field	45
Stevens/McCorkle/Jeffers Hall	19
Clean VA Waterways/Sustainability	
International Affairs	
Nursing	
University Inn Bed & Breakfast	16
Varsity Tennis Courts	39
Visitor Parking	
Crafts Lot	2
Parking Garage - Redford Street	48
Willett Hall	38
Lancer Gymnasium & Pool	
Health, Athletic Training, Recreation & Kinesiology (Temporary Location)	52
Wygall Hall	35
Music	
Molnar Recital Hall	

On-Campus Residence Halls

ARC Residence Hall	33
Cox Residence Hall	18
Curry Residence Hall	40
Frazier Residence Hall	41
South Ruffner Residence Hall	9
Stubbs Residence Hall	31
Wheeler Residence Hall	17

Off-Campus Apartment Communities

Lancer Park	(off-map: Grace St.)
Longwood Landings	5
Longwood Village	(off-map: Clark St.)

