



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

REQUEST FOR PROPOSALS

#LU214-17-015

EVENT TICKETING SOLUTION

October 19, 2017



LONGWOOD UNIVERSITY IS A PROUD MEMBER OF VASCUPP

REQUEST FOR PROPOSALS (RFP)

Issue Date: October 19, 2017
Title: Event Ticketing Solution

RFP#LU214-17-015
Commodity Codes: 20820, 20846, 20854, & 86070

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

OPTIONAL PRE-PROPOSAL CONFERENCE
2:30 p.m. on Tuesday, October 31, 2017
Lancaster Hall, 2nd Floor, Room 223
Longwood University
Farmville, Virginia 23909

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

Period Of Contract: From date of award for three (3) years with seven (7) optional one (1) year renewal periods.

Sealed Proposals Will Be Received Until: November 9, 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 November 3, 2017. **NOTE: No questions will be accepted after the deadline.**

PROPOSALS SHALL BE MAILED OR HAND DELIVERED DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE. Note: If you use an express delivery service (e.g., DHL, FedEx, UPS), you may be told the University 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:

Date: _____

By: _____

(Signature In Ink)

_____ Zip Code _____

Name: _____

(Please Print or Type)

E-mail: _____

Title: _____

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

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/ListRFP.aspx>. Click on View This RFP next to **LU214-17-015**, then scroll to the bottom of the page and click on Download File. 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 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 establish a contract through competitive negotiations with one contractor to provide a complete events ticketing solution for various types of events, preferably on a higher education campus. The University is seeking an integrated solution that can support current and future ticketing needs and while the system will initially be focused on the Theatre and Athletic programs, the goal is to provide campus-wide comprehensive ticketing services 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:** The University currently uses UniversityTickets, a web-based electronic ticket provider. Athletics and the Theatre Box Office operate independently from each other.

The Theatre Department (Box Office) oversees ticketing services for productions and events in 3 separate and unique venues: (1) Jarman Auditorium is a permanently proscenium-style 1,084 seat auditorium with mezzanine and ADA seating sections; (2) Mainstage Auditorium is a 130 seat large black box theatre with variable seating capability; and (3) The LAB Theatre is a small 50 seat black box with variable seating capability. Theatre oversees ticketing services for at least 20 separate events throughout the school year. Ticket prices vary for each event, anywhere from \$3 to \$50 per ticket, depending on the organization. The central, hard-ticket box office is operate as an adjunct to the internet sales portal.

The Athletic Department oversees ticketing services for men’s and women’s basketball games on campus in Willett Hall. Willett Hall has 1,834 seats and standard prices vary from \$4to \$12 based on type of seat, type of customer and which team is competing.

Historical ticket sales information is shown below:

Season	Internet Ticket Sales	Box Office Ticket Sales	Total Tickets Sold	Total Revenue
2015-16				
Athletics	\$3,561	\$19,085	5,981	\$22,646
Theatre	\$ 8,656.50	\$ 2,912.10	2,203	\$11,568.60
2016-17				
Athletics	\$2,147.50	\$18,270	5,703	\$20,417.50
Theatre	\$21,258.00	\$11,860.50	5,289	\$33,118.50

- IV. **STATEMENT OF NEEDS/SCOPE OF SERVICES (SON/SOS):** The University requires an externally-served computerized ticket sales and distribution solution capable of handling the ticketing, marketing, and reporting needs of multi-using facilities. The system must simultaneously be capable of running multiple sales channels including box office, ticket outlets, and internet sales. Offeror shall provide the services detailed below to provide and maintain a fully integrated event ticketing solution.
- A. Mandatory Requirements – the offeror must provide the following:

1. **Functionality:**

- a. Offeror must be a TouchNet ready partner.
- b. Real time, online web ticketing for single ticket sales.
- c. General admission and reserved seating.
- d. Full tracking of all ticket related activity.
- e. Subscription processing and renewals that can span multiple venues.
- f. Patron can add donation at time of sale without incurring a fee on donation.
- g. Promotional code entry for discount.
- h. Patrons can select “best seat available” when buying online.
- i. Patrons can pick their own seat from online seating diagram.
- j. At-home ticket printing for online sales.
- k. Lists seat locations on at-home ticket printout.
- l. Tracks Patron history of purchase, contributions, seat selections, gifts, correspondence, preferences, etc.
- m. Remote/mobile viewing devices/capability.

2. **Infrastructure:**

- a. System must be web-based.
- b. Credit card processing.
- c. Patron can pay with LancerCA\$H (declining balance on University ID card).
- d. Scans barcodes for ticket validation in real-time.
- e. Access control to prevent duplicate ticket use.
- f. Allows unlimited number of venues at the same time.
- g. Multi-focused – supports theatre, music concerts, sports, special events in multiple venues.
- h. Supports custom homepage design and integration with existing University website.
- i. Compatible with the latest versions of web browsers including Internet Explorer, Mozilla Firefox, Google Chrome, and Safari, without requiring additional software.

3. **User Friendliness and User Access:**

- a. Event staff can easily set up and modify event in system without needing to know HTML, CSS, or other web design tools.
- b. Users can create templates by venue (i.e., set up tiered pricing for different sections).
- c. Shows all charges itemized prior to credit card submission/ticket purchase.
- d. Single sign-on through LancerNet (the University’s active directory).
- e. If c. above is not possible, easy to use user registration process including personalized and secure password and username generation.
- f. Allows multiple concurrent user logins.
- g. Supports multiple box office locations.
- h. Staff should be able to issue ticket holds, issue complementary tickets, issue consignment tickets, issue unpaid reservations, issue refunds or credits, exchange seats, move seats, and control inventory available for internet sales.

4. **Reporting:**

- a. Ability to look up patrons by phone number, name, email address, postal code, company name, credit card transaction, etc. quickly and efficiently.
- b. Invoices by event (i.e., Athletics, Theatre, etc.).
- c. A Reporting document that can be pulled following each event.
- d. A reporting document that shows seats sold, which sections, total revenues and revenues by section or seat type, along with a breakdown of method of payment.

5. **Implementation Plan, Training, and Support:**

- a. Project schedule and implementation plan to support estimated "GO LIVE" date of August 1, 2018.
- b. Hardware and Software installation steps necessary to fully support the solution.
- c. Training of personnel and established staff.
- d. Any training materials needed for users.
- e. Accessible customer support line to be reached in "off hours", as games are nearly all in the evening and on weekends.
- f. Live operator phone support.
- g. Online support via email.
- h. Same-day response.

6. **Data Integration and Security:**

- a. System uses a single database for online and in-house sales.
- b. Tickets can be sequentially numbered, correspond with exact seating locations in the theatre, or both.
- c. Data encryption of online transactions.
- d. Proof of PCI Compliance and certificate.
- e. Ability to set security levels to performances, discounts, holds, reporting, etc., at a user level (admin rights).

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 must be submitted in electronic format (e.g., CD or DVD). 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. Experience:
 1. Description of the firm's background, qualification, and experience in providing similar services, preferably for institutions of higher education.
 - B. Technical Information:
 1. Describe any CRM-type marketing tools that are part of the standard product, including email, pre- and post-event follow-up, surveys, donor management, etc.
 2. How many concurrent user logins are included with the standard product?
 3. How many named user logins are included with the standard product?
 4. What hardware and materials are needed for the solution, including types of printers/scanners, ticket stock requirements, etc.? Would the offeror provide the hardware or would Longwood need to purchase its own? What is the cost of the hardware and other associated materials?
 - C. Reporting:
 1. Describe included reporting tools and what formats are supported for exporting data and importing data. **Provide sample reports** to include:
 - a. Sales report for individual event and for a multi-performance event.
 - b. User reconciliation report.
 - c. Daily sales report.
 - d. Weekly sales report utilizing general ledger entries.

- e. Sample formatted ticket, online and box office.
- f. Sample customer receipt, online and box office.
- g. Sample credit card receipt, online and box office.

D. Revenue Remittance:

- 1. Does the offeror allow the option of using client's credit card merchant for processing?
- 2. If offeror processes credit card transactions, on what schedule are funds disbursed to the client? Is it possible to have separate remittance checks so that revenue received as donations can be deposited into a separate account (held by an independent organization) from ticket revenue?

E. Implementation and Training:

- 1. Describe the offeror's proposed implementation plan and project schedule to support an estimated "GO LIVE" date of August 1, 2018.
 - 2. Describe the offeror's proposed ticketing solution model (i.e. annual license fee, per- ticket model, etc.). If offeror solution is an annual fee model instead of a per-ticket model, are there any discounts for a multi-year contract?
4. Price Proposal: Proposal shall clearly state all costs/fees and the description of each that the University will be responsible for. The University will not be responsible to the Contractor for any unstated costs. A Price Proposal Table is included as Attachment D and must be filled in and submitted with the offeror's proposal. If a field in the table is not applicable to the offeror's solution, mark it N/A or leave it blank.
5. 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 by Longwood using the following criteria:

Criteria		Point Value
1.	Quality of solution, functionality (all technology requirements in SON/SOS met)	30
2.	Qualifications and experience in providing the described services	20
3.	Specific plans or methodology to be used in performing the services	20
4.	Small Business Subcontracting Plan	20
5.	Price Proposal	10
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 seven (7) 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: _____ 11/9/17 2:00 p.m.
Name of Offeror Due Date Time

Street or Box Number LU214-17-015
RFP No.

City, State, Zip Code Event Ticketing Solution
IFB/RFP Title

DSBSD-certified Micro Business or Small Business No. _____

Name of Contract/Purchase Officer Cathryn B. Mobley, CPA, CUPO, VCCO, VCO

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 PRE-PROPOSAL CONFERENCE:** An optional pre-proposal conference will be held at 2:30 p.m. on October 31, 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. **METHOD OF PAYMENT:** Longwood will authorize payment to the contractor after receiving satisfactory service and receipt of the contractor's correct invoice for services rendered.

Offer shall describe how Longwood will be invoiced. Invoices shall include the contract number and purchase order number. Invoices must correspond with contract prices. Unless specified otherwise in a purchase order change form or a contract modification agreement, invoices shall be sent to the following addresses:

Athletics Event Invoices

Longwood University
Assistant Athletics Director for Marketing Operations
201 High Street, Tabb 116
Farmville, Virginia 23909

Theatre Event Invoices

Longwood University
Box Office Manager
201 High Street, CSTAC 103
Farmville, Virginia 23909

X. **PRICE PROPOSAL**: Proposal shall clearly state all costs/fees and the description of each that the University will be responsible for. The University will not be responsible to the Contractor for any unstated costs. A Price Proposal Table is included as Attachment D and must be filled in and submitted with the offeror's proposal. If a field in the table is not applicable to the offeror's solution, mark it N/A.

XI. **ATTACHMENTS**:

A – WRITTEN PRE-PROPOSAL QUESTION FORM

B – SMALL BUSINESS SUBCONTRACTING PLAN

C – OFFEROR DATA SHEET

D – PRICE PROPOSAL TABLE

E – QUARTERLY SWaM SUBCONTRACTOR EXPENDITURE REPORTING FORM

ATTACHMENT A – WRITTEN PRE-PROPOSAL QUESTION FORM

Project: Event Ticketing Solution
Longwood University
Farmville, Virginia 23909

Attention: Cathryn B. Mobley, CPA, CUPO, VCCO, VCO
Director of Financial Operations & Materiel Management
Lancaster Hall, Room 217C
Longwood University
Farmville, Virginia 23909
Fax: 434-395-2246 | Email: materielmanagement@longwood.edu

The following questions are against RFP# LU214-17-015

<u>Section, Page, Paragraph, Line(s)</u>	<u>Question</u>
--	-----------------

All questions shall be received by **12:00 Noon, November 3, 2017**. All responses to questions will be made by addendum. **NOTE: No questions will be accepted after the deadline.**

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 www.dmbv.virginia.gov (Customer Service).

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 DSBSD Certificate #	Status if Small Business is also: Women (W) Minority (M)	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
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 Longwood 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 – PRICE PROPOSAL TABLE

SOLUTION COSTS (Initial Contract Period)			
Item Description	Year 1	Year 2	Year 3
Annual fee for system			
Annual fee software licensing fee			
Annual software licensing fee (ticketing, credit authorization, patron database, access management, etc.) for three (3) concurrent users			
Hardware cost for Access Management Bar Code Scanners			
Annual cost/fee to upgrade hardware, database/application			
Annual fee for Email Management software and limits, if separate			
Annual Licensing fee for online ticketing and development functionality (online ticket sales, online donations, group sales portal)			
Miscellaneous hardware and installation charges associated with all parts of the system (please describe in detail)			
BOCA or other recommended printers			
Software upgrades and modifications			
Professional services			
Data conversion charges (one-time)			
Credit card rate for Longwood Theatre			
FEES CHARGES TO CUSTOMER (END USER)			
Single event per ticket fee charged to customer			
Single event ticket order charge			
Season/subscription plan per ticket fee			
Season/subscription plan ticket order charge			
Student (or other discounted) single event per ticket fee			
Student (or other discounted) season/subscription plan per ticket fee			
Ticket forwarding/ticket transfer fee			
Print at home per order fee			
Payment plan fee			
Group sales portal per ticket fee			
Any additional patron costs/fees (please itemize)			
Total			

ATTACHMENT E – 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	_____

Longwood University Directory

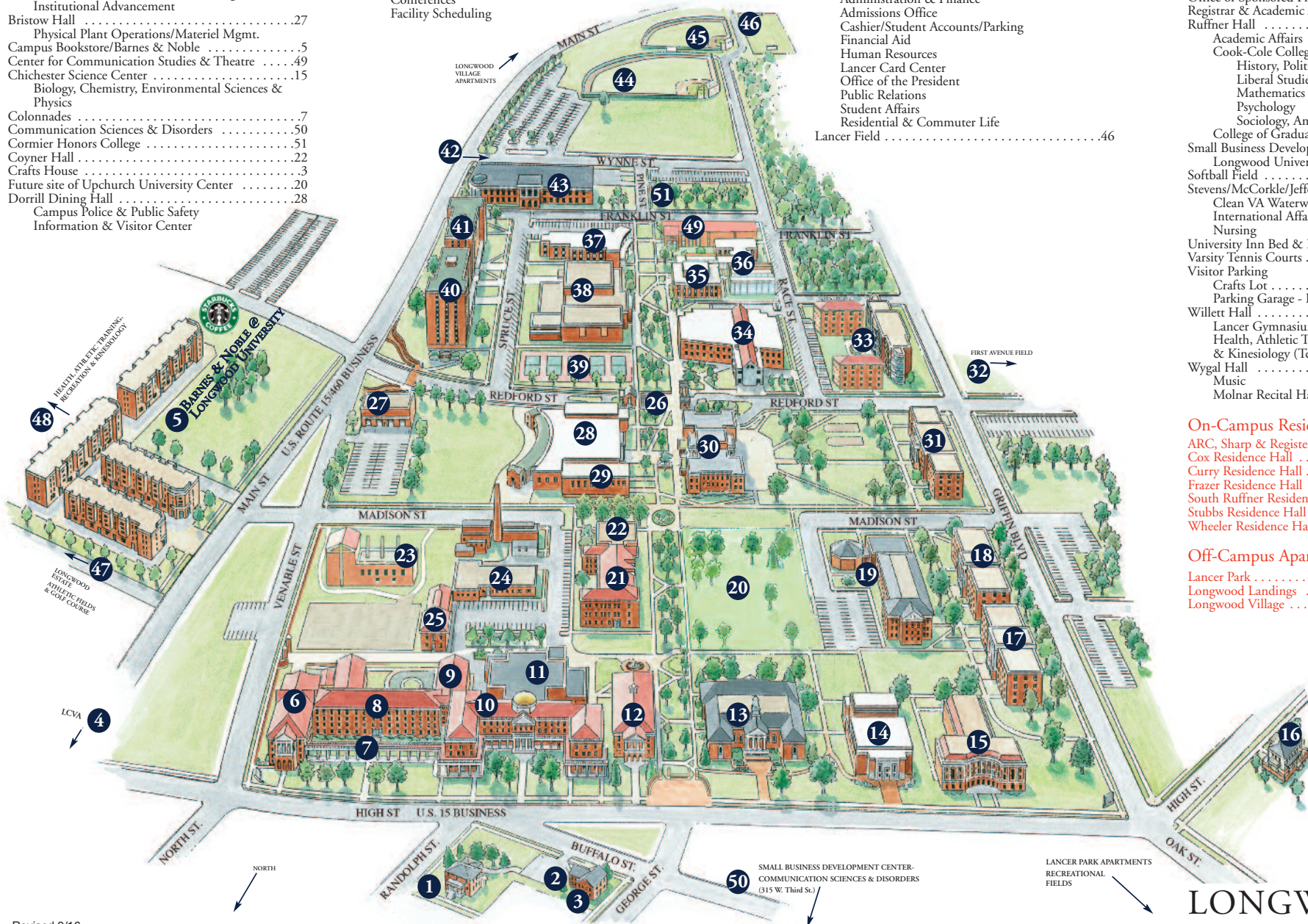
(Residence halls are at the end of the list.)

Admissions Office (Lancaster Hall)	13
Athletic Department (Tabb Hall)	8
Barlow Hall	25
Registrar and Academic Advising	44
Baseball Field (Buddy Bolding Stadium)	36
Bedford Hall	36
Art	
Bedford Auditorium	11
Maugans Alumni Center	11
Alumni, Career Center	
Blackwell Hall, Prince Edward & Virginia Rooms	
Institutional Advancement	
Bristow Hall	27
Physical Plant Operations/Material 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	20
Dorrill Dining Hall	28
Campus Police & Public Safety	
Information & Visitor Center	

Financial Aid	13
First Avenue Field	32
French Hall	6
Information Technology	
Assessment & Institutional Research	
Graham Hall	24
Disability Support Services	
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	
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/Parking	
Financial Aid	
Human Resources	
Lancer Card Center	
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	
Longwood House	
Longwood Landings	5
Barnes & Noble Campus Bookstore	
Health Center	
Midtown Fitness Performance Center	
Residence Hall	
Nursing	19
Office of Sponsored Programs	42
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	50
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	26
Willert Hall	38
Lancer Gymnasium & Pool	
Health, Athletic Training, Recreation	
& Kinesiology (Temporary Location)	48
Wygall Hall	35
Music	
Molnar Recital Hall	



On-Campus Residence Halls

ARC, Sharp & Register Residence Halls	33
Cox Residence Hall	18
Curry Residence Hall	40
Frazer 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	(off-map: Clark St.)
Longwood Village	(off-map: Clark St.)