

Today's Date Here

**REQUEST FOR PROPOSAL**

**NAME OF PROPOSAL**

**DUE: x:00 P.M., MST, xx/xx/17**

Time and Date of Pre-Proposal Conference x:00 x.M., MST, xx/xx/17

Deadline for Inquiries x:00 x.M., MST, xx/xx/17

Time and Date Set for Closing x:00 x.M., MST, xx/xx/17

# PURPOSE OF THE RFP

1. **INTENT**

[State in concise summary what we are trying to achieve with this solicitation.]

1. **BACKGROUND INFORMATION**

[Include information about department and background of work to be performed]

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 98,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

If you would like more information about ASU, please visit us at<http://www.asu.edu>.

1. **TERM OF CONTRACT**

The initial contract term will be for \_\_\_\_ (X) year(s) with the possibility of \_\_\_\_ (X) successive \_\_\_\_ (X) year renewals, for a total term not to exceed five (5) years. The contract will be available for use by other University departments during this term.

The University may consider alternative contract term periods if it is deemed advantageous to do so. If alternative contract terms are proposed, they should be specific in the Pricing Schedule. Note: Alternative terms cannot be in lieu of the term stated above.

OPTION FOR POC: In the event a proof of concept (POC) is part of the final awarded contract, the initial term of the contract would be the length of that POC.

**SPECIFICATIONS/SCOPE OF WORK**

[State what you want, or what the expected outcome is, or what deliverables you expect from a consultant, supplier, or contractor. If it makes sense, state how well this must be done, or how soon it must be done.]

# PROPOSER QUALIFICATIONS

The University is soliciting proposals from firms, which are in the business of providing services as listed in this Request for Proposal. Your proposal shall include, at a minimum, the following information. Failure to include these items may be grounds for rejection of your proposal.

[OPTIONAL – TAKE OUT IF NOT NEEDED OR INSERT ANY ADDITIONAL QUALIFICATIONS]

**Please submit your responses to each of these items directly in the Exhibit A – Respondent Questionnaire Excel sheet under Tab 6.**

1. The proposer shall present evidence that the firm or its officers have been engaged for at least the past three (3) years in providing services as listed in this Request for Proposal.
2. The proposer must provide a minimum of two (2) references, a description of recent project and/or experience in providing similar services as described in this RFP, including institution size and scope. References should be verifiable and able to comment on the firm’s experience, with a preference for references receiving services similar to those described in this Proposal. Include the name, title, telephone number, and email address of the individual at the organization most familiar with the Proposer.
3. The proposer must provide details if their firm, or any member of their firm, has been declared in default, suspended, terminated or removed from a contract or job related to the services their firm provides in the regular course of business within the last five (5) years. If so, please explain how it was handled.
4. The proposer must provide primary and secondary contacts for this RFP. Please include each contact’s name, title, email address, and phone number.
5. Financial Statements:

Option A – Proposers who have audited financial statements are to provide the following: Audited financial statements for the two (2) most recent available years. If the financial statements are intended to be confidential, please submit one (1) copy in a separate sealed envelope and mark as follows: Firm’s Name, Confidential – Financial Statements.

Option B – Proposers who might not have audited financial statements are to provide the following: It is preferred that audited financial statements for the two (2) most recent available years be submitted. However, if not available, provide a copy of firm’s two (2) most recent tax returns or compiled financial statements by an independent CPA. If the financial statements or tax returns are intended to be confidential, please submit one (1) copy in a separate sealed envelope and mark as follows: Firm’s Name Confidential – Financial Statements

1. The proposer must provide demonstrated experience in implementing large, scalable technology solutions at large institutions, similar to size and scope of ASU. Higher education experience is preferred similar to the size and scope of ASU.
2. The proposer shall provide a Gantt chart (a preliminary project schedule) to identify the estimated timelines of the project, the roles and responsibilities between the awarded proposer and ASU, and any additional resources needed for the project. This project plan must include an installation timeline and proposed project milestones and matches as close as possible to all components outlined within Section V Specifications/Scope of Work. The Gantt chart must estimate a project kickoff from (date) to (date) for full implementation.
3. All key personnel proposed by the firm should have relevant experience, and be fully qualified to successfully provide the services described in the Scope of Work. Provide an organizational chart that provides organizational sections, with the section that will have responsibility for performing this project clearly noted along will resumes of key team members dedicated to this project.
4. Please acknowledge that you have reviewed Section XIV ASU’s Security Review Process. Note: ASU’s Security Review Process of the RFP is intended for proposers to understand ASU’s security review processes for all software or software developed for the project – website or otherwise. The proposer must understand and agree to ASU security assessment requirements and understand that they will be expected to successfully pass this process before awarded the final contract.
5. The proposer must provide a white paper that describes specifications of their system/software, security measure, and other technical information that informs concisely about the complexity of their product.
6. The proposer must provide a statement of their review and acceptance of ASU’s Terms and Conditions included in this RFP under Section XII. Note: all exceptions with justification and alternative language MUST be submitted with the proposal. In no event is a Proposer to submit its own standard contract terms and conditions or a previously negotiated ASU contract as a response to this section.

**EVALUATION CRITERIA**

Proposals will be evaluated on the following criteria, listed in order of their relative priority with most important listed first: [i.e. method of delivery of services, cost, experience, financial strength, value-added services] – Percentage/Points of each section must be identified and equal 100. Below is the evaluation criteria for most RFPs. If you would like to modify the below, please do so, or you can leave this section as-is.

## Response Specifications/Scope of Work (45%)

## Response Pricing Schedule (15%)

## Response Proposer Qualifications (35%)

## Sustainability Efforts/Sustainability Questionnaire (5%)

**Confidential and/or Proprietary Information must be submitted per the instructions in Section IV, item 9. Any watermarks, footnotes or reference to Confidential and/or Proprietary throughout the submitted proposal will be disregarded as boilerplate markings.**

# PRICING SCHEDULE

Proposer shall submit a detailed cost proposal to include all aspects of providing the scope of work associated with this Request for Proposal. Any additional costs, fees, and expenses must be detailed in the proposer’s proposal. Any additional expenses, not explicitly stated, will not be honored by ASU unless negotiated and agreed upon prior to the start of additional work. ASU is interested in receiving creative and comprehensive pricing matrices, which leverage the proposer’s options with regard to the scope and level of service.

**The supplier must fill in the Exhibit B – Pricing Schedule and answer any Cost Questions within the document.**

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Optional: REMOVE IF NOT NEEDED The Proposer should include in their pricing response costs associated with growing in size. For purposes of the response, the supplier can assume 10% year over year growth needs for five years and should detail what, if any, costs will need to be outlaid to achieve this type of growth.

Optional: REMOVE IF NOT NEEDED The Proposer should be sure that both enterprise costs are included as well as any potential fees associated with a proof of concept.

**PRE-PROPOSAL CONFERENCE**

A pre-proposal conference will be held on **Thursday, November 7th at 11 AM MST** via Zoom.

The purpose of this conference will be to clarify the contents of this Request for Proposal in order to prevent any misunderstanding of the University's intention and desires, and/or to give prospective suppliers an opportunity to review the site of the work. Any doubt as to the requirements of this solicitation, or any apparent omission or discrepancy should be presented to the University representative at this conference. The University representative will then determine the appropriate action. If necessary, the University representative will issue a written amendment to this Request for Proposal. Oral statements or instructions shall not constitute an amendment to this Request for Proposal.

You do not have to send a representative to this pre-proposal conference. However, if you decide to not send a representative, then we may not know of your intent to participate in this Request for Proposal, and so may not send you any written amendments to this Request for Proposal. Further, we will assume that your failure to attend the pre-proposal conference is an indication that you expect us to review your proposal as if you had taken advantage of the pre-proposal conference.

To participate in the pre-proposal conference, please register below:

<https://asu.zoom.us/meeting/register/5f9c0471949806c07510d14dfea9e911>

During the registration process, the following information will be requested:

* Name
* Email Address
* Organization
* Title
* Phone Number

After registering, you will receive a confirmation email containing information about joining the meeting.