REQUEST FOR PROPOSAL (RFP) FORM

TITLE: “Enter title here”

I. GENERAL INFORMATION

Invitation to Bid. Utica College invites you to submit a proposal to “brief description”.

If a contract results from this RFP, the award will be made to the professional with the best evaluated responsible bid/proposal, and that professional will be required to deliver the material/service at the prices either submitted in the proposal document or as a result of negotiations based upon the proposal document.

Sealed proposals will be received until “Time and Date”.

Evaluation of Proposal. This proposal will be evaluated by a team of the College personnel to identify the firm whose proposal best fits the College’s need for this service within budget.

II. “Outline of Project”

III. SCOPE OF WORK

What are the objectives?
Detailed specifications of any products or services.

IV. CONTRACTOR OBLIGATIONS

A. Professional Services

The selected firm shall provide all of the labor, necessary technical disciplines, materials, and equipment in order to perform the professional services required to complete all elements of “project”
B. Site Visits/Interaction with College Personnel

The firm will be required to consult and to meet with the members of the staff as necessary to become thoroughly familiar with the project scope and goals.

V. COLLEGE OBLIGATIONS

A. Designated Representative

The College shall designate a representative authorized to act in the College’s behalf with respect to the project. “Name the point of contact” will be the primary point of contact for the Professional, and any and all correspondence should be directed to this individual.

VI. TERMS AND CONDITIONS

A. Standard Terms and Conditions

This RFP and any subsequent contract that results will be governed by the Standard Terms and Conditions.

B. Insurance Requirements

Proof of Workers’ Compensation Insurance must be provided in writing to the Purchasing Director prior to the beginning of this project.

C. Terms of Payment

Payment will be made by the College within thirty days of receipt of the invoice. The Professional will keep complete and accurate records of the cost of the work and the various parts thereof. Such records shall be open for inspection and audit by the College at all reasonable times.

D. Termination of Service Contract

If, for any reasons, the College should wish to discontinue the Professional’s services, the College, with ten (10) days’ written notice, may terminate this contract.

In the event such action is taken, the College will reimburse the Professional for the cost of the services and related costs incurred as of the date of termination.
E. Guaranty of Work

The Professional shall perform the services covered by this proposal in accordance with methods, practices, and principles accepted by the industry as standard for similar work.

VII. PROPOSAL FORMAT

The proposal document should consist of the following sections, tabbed to facilitate reference by the evaluation team:

A. Qualifications of Firm

The following information should be provided in this section of the Proposal:

1. Company history and basic information about the firm.

2. Demonstration of the firm’s knowledge and experience in “type of project”. Specifically, provide a list of at least five other institutions or companies for whom the firm has provided similar services, including names and numbers of contact personnel.

3. Outline of services and deliverables.

B. Proposed Task Completion Schedule

The firm that is selected for this project must submit a schedule of tasks with a timeline from the beginning of the project up to the project’s completion.

The Professional should provide their proposed fees and fee structure.

The proposal should also provide a description of the basis for professional fees, stating how fees are charged and their key components.

Regardless of the basis for the fee calculation, the professional is expected to provide a not to exceed maximum fee for services as specified above.

C. Information Required from UTICA COLLEGE

The proposal should list all items and information that the firm will require from Utica College in support of the work on this project. In addition, please indicate when that information will be required, with reference to the proposed project schedule.
VIII. CONTRACT AWARD

The College reserves the right to accept or reject any and all proposals, waive any and all formalities, negotiate further with selected vendor(s) and select the offer deemed to be in the best interest of the College. However, the College is under no obligation, either expresses or implies, to purchase or contract for products or services as a result of this RFP process. Proposals may not be withdrawn for ninety (90) days from the proposal due date.

IX. PRESENTATION OF PROPOSAL

At its option, the College may request oral presentations of preliminary ideas for Utica College as well as examples of other completed projects by the Offerer or discussions with any or all Offerers for the purpose of clarification or to amplify the material presented in any part of the proposal(s). However, offerers are cautioned that this provision is not mandatory; therefore, all proposals should be complete and concise, and reflect the most favorable terms available from Offerer(s).

X. QUESTIONS

Questions regarding this RFP should be faxed to the Purchasing Manager at 315-792-3719. Every effort will be made to respond promptly; answers to questions will be given to all participating professionals.

XI. THE PROCUREMENT PROCESS

1. The Request for Proposal is sent to prospective Offerers.

2. Proposals must be submitted in a sealed envelope. The envelope shall contain responses to all questions and requests contained in the RFP. It may also include any other information the Offerer feels would be pertinent. The envelope is to be clearly marked with the name of the Offerer and the closing date of the RFP, as well as the identification of the contents, i.e., "proposal." Three (3) copies of the proposal are required.

3. All proposals must be received prior to “Bid date and time” in the Purchasing Department, 272A Gordon Science Building, 1600 Burrstone Road Utica, NY 13502. Attention: Bobbi Smorol, Purchasing Manager.

4. The College assumes no responsibility for late delivery, for any reason whatsoever.

5. All proposals will be evaluated by a team of Utica College administrative personnel. At the team’s discretion, bidders may be required to make an oral presentation. Following this evaluation, an award will be made to the selected professional.
XII. **GENERAL CONDITIONS FOR SUBMITTING PROPOSALS**

**Decline to Offer.** Any firm which received a copy of the RFP, but which declines to make an offer, is requested to send a formal "Decline to Offer" to the Issuing Office. Failure to respond as requested may subject the firm to removal from consideration on future requirements.

**Cost of Proposal Preparation.** Any costs incurred by the services firm in preparing, submitting or presenting offers are their sole responsibility. The College will not reimburse for any costs incurred prior to award.

**Oral Explanations.** The College will not be bound by oral explanations or instructions given by any College employee at anytime during the competitive process or after award.

**Competitive Offer.** The signer of any proposal submitted in response to this RFP thereby certifies that its proposal has not been arrived at collusively or otherwise in violation of any Federal or New York anti-trust laws.

**Taxes.** The College is exempt from the payment of State Sales and Use Taxes on most transactions. Tax exemption certificates will be provided to the Offerer receiving an award as a result of this RFP, if requested.
FEE PROPOSAL

The following proposal is hereby made to:

UTICA COLLEGE

STIPULATED AMOUNTS: The Undersigned hereby proposes and agrees to perform all the work and furnish all things required for:

“Title of Project”

All in accordance with the RFP with all attachments and addenda as prepared by Utica College, 1600 Burrstone Road, Utica, NY 13502 for the following stipulated amounts for all services as necessary to plan and provide “Description of project”.

FEES:

__________________________________________  ______________
Written  Figures

The Undersigned has examined the location of the proposed work, reviewed all documents relating to this proposal and is familiar with local conditions of the place where the Work is to be performed.

The Undersigned hereby acknowledges receipt of the following addenda:

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The above proposal is hereby respectfully submitted by:

COMPANY____________________________________________

NAME         ______________________________________ ______
(SIGNATURE)

NAME         ______________________________________ ______
(PRINT)

BUSINESS ADDRESS___________________________________ _

CITY_____________________ STATE ________ ZIP ______ ___

PHONE___________________ FAX NUMBER ______________

DATE____________   FEDERAL EMPLOYER ID ____________ _

E-MAIL ____________________________________________ __