

# UMBC

AN HONORS UNIVERSITY IN MARYLAND

## UNIVERSITY OF MARYLAND BALTIMORE COUNTY

### REQUEST FOR PROPOSAL #BC-20918-P

FOR

### INDIRECT COST CONSULTING SERVICES

Issue Date: April 28, 2014

SIGNIFICANT MILESTONES	TIME	DATE
Issue Date	4:00 PM	Monday, April 28, 2014
Pre-Proposal Meeting	Not Applicable	
Deadline for Questions	4:00 PM	Tuesday, May 6, 2014
Technical Proposal Due Date	2:00 PM	Thursday, May 15, 2014
Interviews	9:00 AM - 4:00 PM	Tuesday, June 10, 2014
Price Proposal Due Date	On or about	Tuesday, June 17, 2014 By Addendum Only

**WARNING:** Prospective bidders who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address in order that amendments to the Request for Proposal or other communications can be sent to them. Any Prospective Proposer who fails to notify the Issuing Office with this information assumes complete responsibility in the event that they do not receive communications from the Issuing Office prior to the closing date.

UNIVERSITY OF MARYLAND BALTIMORE COUNTY  
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Baltimore, Maryland 21250  
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SECTION 1: SUMMARY/GENERAL INFORMATION

A. **SUMMARY:**

1. The University of Maryland, Baltimore County (herein referred to as the University or UMBC) is seeking proposals from financial consulting firms ("Consultant") to provide indirect cost consulting services (see Section 2 for full details of the scope of the Project and the services required).
2. Upon selection of the consulting firm, the Contract will be executed for the scope of work as defined by this solicitation document and any subsequent addenda (if necessary).
3. The Contract will govern all phases of this Project. A copy of the University's Consulting Contract can be found in **Appendix B** of this solicitation; this document will be the contract form to be signed by the successful consulting firm
4. The University anticipates having a contract in place with the successful consulting firm, and the project beginning on or about September 1, 2014.

B. **INSTRUCTIONS FOR SUBMITTAL OF PROPOSALS:**

For detailed information on preparation and submittal of proposals see Section 3, "Proposals, Evaluation, Forms".

C. **ISSUING OFFICE/POINT OF CONTACT:**

All questions concerning this procurement are to be directed to the Issuing Office.

The Issuing Office is:

Delores R. Pertee  
University of Maryland Baltimore County  
Department of Procurement  
Room 301, Administration Building  
1000 Hilltop Circle, Admin 301  
Baltimore, MD 21250  
Voice: (410)-455-3915  
FAX: (410) 455-1009  
E-mail: [Dpertee@umbc.edu](mailto:Dpertee@umbc.edu)

The Issuing Office shall be the sole point of contact with the University for purposes of the preparation and submittal of proposals in response to this solicitation.

D. **PROPOSER CONTACT:**

To insure that RFP documentation and subsequent information (i.e., addenda, clarifications, etc.) is directed to the appropriate person(s) within the Proposer's firm, each Proposer who receives a copy of this solicitation or becomes aware of the solicitation by other means and is interested in participating is required to contact the Issuing Office immediately and provide the following information:

- Name of primary contact (to whom information should be directed)
- Mailing address of primary contact
- Telephone number of primary contact
- Fax number of primary contact
- E-mail address of primary contact

E. **PRE-PROPOSAL CONFERENCE:** A Pre-Proposal Conference will not be held in conjunction with this procurement.

F. **DUE DATE AND TIME:**

1. **Technical Proposal:** Sealed Technical Proposals **must** be received no later than **Thursday, May 15, 2014 by 2:00 p.m.** in the Issuing office (see Section 3 for further details).
2. **Price Proposal:** An Addendum will be issued to the short-listed firms who are deemed susceptible for award after the Second Phase Technical Evaluation. The Price Proposals are anticipated to be due on or about **Tuesday, June 17, 2014 by 2:00 p.m.** (see Section 3 for further details).
3. Proposals **must** be submitted directly to the Issuing Office. Proposals or unsolicited amendments to proposals arriving after the due date and time will be identified as "Late" and will not be considered.

**NOTE:** All UMBC mail goes through the UMBC mailroom, so please leave sufficient time for the mail distribution. A mailed (via US Post Office) proposal is not considered "received" until the document reaches the above room at UMBC. Proposals delivered to the campus central mail facility or to locations other than Room 301 in the UMBC Administration Building will not be considered "received" by UMBC until they arrive at Room 301 in the Administration Building and are clocked in. The University will not waive delay in delivery resulting from the need to transport a proposal from another campus location to Room 301, or error or delay on the part of the carrier.

Proposals received after the established closing date and time cannot be considered. Proposers are advised that a proposal is not considered "received" until it is delivered to the specific location; that is, a proposal must be received in Room 301 by the due date and time in order to be considered. Proposers must allow sufficient time, therefore, to insure that their proposal is "received" in accordance with this paragraph.

G. **INTERPRETATION OF RFP:**

If the Proposer finds any perceived conflict, error, omission or discrepancy on or between the specifications, attachments, or any of the Contract documents, the Proposer may submit a written request to the Issuing Office for an interpretation or clarification before the deadline for questions and inquiries.

Any interpretation of the Contract documents made by any party other than the Procurement Officer, or in any manner other than a written response, is not binding and the Proposer may not rely upon any such interpretation. The Proposer may not, at any time after the execution of the Contract, be compensated for a claim alleging insufficient data, incomplete Contract documents, or incorrectly assumed conditions regarding the nature or character of the work, if no request for interpretation was made by the Proposer prior to the deadline for questions.

H. **QUESTIONS AND INQUIRIES:**

Prospective Proposers may contact the University only at meetings with the Procurement Officer or in written communications with the Procurement Officer. Questions may be submitted via email to the Procurement Officer up to **Tuesday, May 6, 2014 by 4:00 pm**, the last day for questions.

Any additional information not addressed in this RFP in response to an inquiry received by the Procurement Officer will be answered in writing as an addendum to the RFP. The addendum will be posted to the University's eBid Board at <http://procurement.umbc.edu/bid-board/>. It is the responsibility of the vendor to check the website frequently until the opening date for addenda, amendments and changes. Reasonable efforts will be made to avoid the identification of Proposers in any addenda. For purposes of this RFP, there shall be no other communication between UMBC and Proposers other than as described in this paragraph.

I. **ADDENDA ACKNOWLEDGMENT:**

Prospective Proposers responding to this RFP must acknowledge the receipt of any, and all, addenda, amendments and/or changes issued. RECEIPT OF THE ADDENDA, AMENDMENT AND/OR CHANGE ISSUED MUST BE ACKNOWLEDGED IN WRITING BY PROSPECTIVE PROPOSERS AND EACH INCLUDED IN THE TECHNICAL PROPOSAL. An "Acknowledgement of Receipt" Form (found in Appendix A) for all amendments, addenda, and changes issued shall be required from all vendors submitting a proposal.

J. **MODIFICATIONS AND WITHDRAWAL OF PROPOSALS:**

1. Withdrawal of, or modifications to, proposals are effective only if written notice thereof is filed to the Issuing Office prior to the time proposals are due. A notice of withdrawal or modification to a proposal must be signed by an officer with the authority to commit the company.
2. No withdrawal or modifications will be accepted after the time proposals are due.

K. **RIGHT TO REJECT PROPOSALS AND WAIVE INFORMALITIES:**

The University reserves the right to reject either all proposals after the opening of the proposals but before award, or any proposal, in whole or part, when it is in the best interest of the University. For the same reason, the University reserves the right to waive any minor irregularity in a proposal.

L. **IRREVOCABILITY OF PROPOSALS:**

The Technical and Price Proposals for this project shall be irrevocable for one hundred twenty (120) calendar days from the price proposal due date. This period may be extended by written mutual agreement between the Proposer and the University.

M. **LICENSES AND REGISTRATIONS:**

Proposers must be licensed and registered as required by the Laws of the State of Maryland and shall submit proof of current licensing and/or registration, upon request.

N. **INTERVIEW SESSION:**

1. Proposers who submit proposals and are shortlisted as a result of the initial technical evaluation will be required to attend an interview session with University representatives (see Section 3 for details).
2. The University also reserves the right to visit Proposer's place of business during the evaluation process.
3. Interviews will be conducted on site at UMBC. Short-listed proposers are responsible for making the necessary arrangements to allow them to attend this session.

O. **ECONOMY OF PREPARATION:**

Proposals should be prepared simply and economically, providing a straight forward, concise description of the proposer's offer to meet the requirements of the solicitation.

P. **CONFIDENTIAL/PROPRIETARY INFORMATION:**

Proposers should give specific attention to the identification of those portions of their proposals which they deem to be confidential, proprietary information or trade secrets, and provide any justification of why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6 of the Annotated Code of Maryland. Proposals are not publicly opened. Proposers must clearly indicate each and every section that is deemed to be confidential, proprietary or a trade secret (it is NOT sufficient to preface your entire proposal with a proprietary statement).

Q. **MINORITY BUSINESS ENTERPRISE NOTICE:**

Minority business enterprises are encouraged to respond to this solicitation. As well, Proposers are encouraged to include Minority Business Enterprise Firms as part of their consulting team.

R. **ASSISTANCE IN DRAFTING SPECIFICATIONS:**

Under Article 40A, § 3-110, Annotated Code of Maryland, a firm who employs an individual who assists a state agency in drafting specifications for an invitation for bid and/or a request for proposal for a procurement may not submit a bid or proposal for the procurement or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for that procurement. If a firm has any questions regarding the applicability of this provision of the State Ethics Law, contact the State Ethics Commission, Toll Free phone number 877-669-6085 or see the website [www.ethics.gov.state.md.us](http://www.ethics.gov.state.md.us). The selected Proposer (“Consultant”) shall be solely responsible for all services as required by this RFP. The use of a subcontractor(s) does not relieve the Consultant of liability. UMBC will consider proposals that reflect primary and secondary service providers, or prime/subcontractor relationship. However, there should be proof of ability of the primary to manage a subcontractor and successfully coordinate the delivery of quality service and support in a timely manner.

S. **CONTRACT AGREEMENT:** The contract to be entered into as a result of this RFP (the “Contract”) shall be by and between the Proposer as consultant and UMBC in the form provided in **Appendix B** of this RFP. By submitting an offer, the Proposer warrants that they have reviewed the contract in **Appendix B** and will execute this contract upon request by UMBC. Proposers must understand and acknowledge that UMBC, as an agency of the State of Maryland, cannot indemnify the Contractor, submit to binding arbitration, or agree to pay the Contractor’s attorney’s fee.

The Contract to be entered into as a result of this RFP (the “Contract”) shall be by and between the Proposer as consultant and the University and shall consist of (1) the terms, conditions and specifications of this RFP and any appendices, amendments, additions or changes thereto; (2) the Standard Contract found in **Appendix B**, (3) the University purchase order; and (4) the Proposer’s response to the RFP and any amendments or changes thereto.

**Other University System of Maryland institutions not specifically named in this solicitation document may participate in the contract resulting from this solicitation under the same pricing, terms and conditions of the awarded contract.**

T. **ORDER OF PRECEDENCE:**

The contract between the parties will be embodied in the contract documents, which will consist of those items named in S. above, listed in their order of precedence. Modifications to the Order of Precedence of those items will not be accepted in order to protect the University against obscure, unrecognized conflicts between the solicitation and a Proposer’s proposal. In the event of a conflict, the terms of the University Contract shall prevail.

U. **ACCEPTANCE OF TERMS AND CONDITIONS:**

By submitting a proposal in response to this RFP, a Proposer shall be deemed to have accepted all the terms, conditions, and requirements set forth in this RFP.

V. **PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT):**

By submitting a response to this solicitation, the Proposer agrees to accept payments by electronic funds transfer unless the State Comptroller’s Office grants an exemption. The selected Proposer shall register using the COT/GAD X-10 Vendor Electronic Funds (“EFT”) Registration Request Form. Any request for exemption shall be submitted to the State Comptroller’s Office for approval at the address specified on the COT/GAD X-10 form and shall include the business identification information as stated on the form and include the reason for the exemption. The COT/GAD X-10 for can be downloaded at: <http://compnet.comp.state.md.us/gad/pdf/GADX-10.pdf>.

W. **PAYMENT:**

The State of Maryland usually provides payments on a net 30-day basis for UMBC approved invoices. Payment provisions shall be in arrears, with late payment and interest calculated as provided by Maryland law. For purposes of determining whether a prompt-payment discount, if applicable, may be taken by UMBC, the starting date of such reckoning period shall be the later of the date of a properly executed invoice or the date of completion of service and/or delivery of product.

X. **ACCESS TO CONSULTANT RECORDS FOR QUALITY ASSURANCE AND AUDITING PURPOSES:**

The Consultant and its principal subcontractors must provide access to pertinent records by University personnel or its representatives (including internal auditors, external auditors' representatives, or agents) to provide quality assurance and auditing.

Y. **PROPOSER'S RESPONSIBILITY:**

Proposers are advised to read the requirements very carefully to ensure that each requirement is understood. If in doubt, develop and submit applicable questions, in writing to the contact at the Issuing Office per C. above. A Proposer's misinterpretation of requirements shall not relieve the Proposer of responsibility to accurately address the requirements of the RFP or to perform the contract, if awarded.

Z. **MULTIPLE PROPOSALS:**

Proposers may not submit more than one proposal.

AA. **RFP RESPONSE MATERIALS:**

All written materials submitted in response to this RFP become the property of UMBC and may be appended to any formal documentation, which would further define or expand the contractual relationship between UMBC and the successful vendor(s).

BB. **PROCUREMENT REGULATIONS:**

This solicitation shall be conducted in accordance with University System of Maryland Procurement Policies and Procedures; the procurement method is Competitive Sealed Proposals. The text of the Policies and Procedures is available at [www.USMD.edu/Leadership/BoardofRegents/Bylaws/SectionVIII/](http://www.USMD.edu/Leadership/BoardofRegents/Bylaws/SectionVIII/).

CC. **ARREARAGES:**

By submitting a response to this solicitation, a vendor shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits and that it shall not become so in arrears during the term of the contract if selected for contract award.

DD. **BID/PROPOSAL AFFIDAVIT:**

The Bid/Proposal Affidavit included in this package (see **Appendix A**) must be executed by each responding proposer and submitted with the proposer's Technical Proposal.

EE. **JOINT VENTURE PROPOSERS:**

If the Proposer is a joint venture firm, the Proposer must provide all identification information for all parties and all requirements for all parties (i.e., licenses, insurance, etc.) as requested. As part of the initial technical proposal submission, the proposer must identify the percentage partnership for each joint venture party, the responsibilities of each joint venture party with respect to the scope of services/work inclusive of the requirements for each entity based on such services as described in this RFP document.

NOTE: If the selected Consultant is a joint venture firm, all joint venture parties will be held responsible for the contract obligations separately and severally.

FF. **INCURRED EXPENSES:**

The University will not be responsible for any costs incurred by any vendor/firm in preparation and submittal of a proposal.

GG. **MARYLAND PUBLIC ETHICS LAW, TITLE 15:**

The Maryland Public Ethics Law prohibits, among other things: State employees or officials (and in some cases, former employees) and businesses in which such an individual is employed or holds a financial interest from (i) submitting a bid or proposal, (ii) negotiating a contract, and (iii) entering into a contract with the governmental unit with which the individual is affiliated per the Maryland Code, State Government Article, SS 15-502.

If the bidder/Proposer has any questions concerning application of the State Ethics law to the bidder/Proposer's participation in this procurement, it is incumbent upon the bidder/Proposer to see advise from the State Ethics Commission; The Office of The Executive Director, State Ethics Commission, 9 State Circle, Suite 200, Annapolis, MD 21401. For questions regarding the applicability of this provision of the Public Ethics Law, contact the State Ethics Commission, toll free phone number 877-669-6085, or see the website [ethics.gov.state.md.us](http://ethics.gov.state.md.us).

The procurement officer may refer any issue raised by a bid or proposal to the State Ethics Commission. The procurement officer may require the bidder/Proposer to obtain advise from the State Ethics Commission and may reject a bid or proposal that would result in a violation of the Ethics law. The resulting contract is cancelable in the event of a violation of the Maryland Public Ethics Law by the vendor or any State of Maryland employee in connection with this procurement.

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HH. **USE OF AFFILIATES TO AVOID TAXATION ON INCOME FROM STATE CONTRACTS:**

Consultant may not for any period during the Contract term, seek to reduce the amount of Consultant's income subject to Maryland income tax by payments made to an affiliated entity or an affiliate's agent for the right to use trademarks, trade names, or other intangible property associated with Consultant. Consultant agrees that during the course of this Contract it shall not make any such royalty or similar payments to any affiliated company; and if any such royalty or similar payments are made, Consultant and the affiliated company shall file separate Maryland income tax under a formula that reasonably apportions the income of the affiliated company among the states, including Maryland, in which the Consultant does business. Consultant agrees that it is authorized to bind its affiliated entities to the terms hereof.

II. **DEBRIEFING OF UNSUCCESSFUL PROPOSERS:**

A debriefing of an unsuccessful Proposer shall be conducted upon written request submitted to the Procurement Officer within 10 days after the Proposer knew or should have known its proposal was unsuccessful. Debriefings shall be conducted at the earliest feasible time.

The debriefing shall be limited to discussion of the unsuccessful Proposer's proposal only and shall NOT include discussion of a competing Proposer's proposal. The debriefing may include information on areas in which the unsuccessful proposer's proposal was deemed weak or insufficient. The debriefing may NOT include discussion or dissemination of the thoughts, notes or ranking from an individual evaluation committee member. A summarization of the procurement officer's rationale for the selection may be given.

**END OF SECTION 1**



## SECTION 2: BACKGROUND/ SCOPE OF SERVICES

### A. INTRODUCTION

The University of Maryland Baltimore County seeks a qualified and experienced indirect cost consultant (“Consultant”) to support the University in (i) its development of the University’s Facilities and Administrative Rate (“Indirect Cost”) proposal, (ii) its development of a strategy for negotiations with DHHS and (iii) assistance in rate negotiations with DCA.

### B. BACKGROUND

#### *The University*

The University of Maryland Baltimore County is a medium-sized, selective, public research university that attracts high-achieving students to its undergraduate and graduate programs in the liberal arts, sciences, and engineering. Founded in 1966, UMBC is classified by the Carnegie Foundation as “high research activity” and boasts an impressive array of scholarly and research awards. The campus’ externally funded research portfolio has more than doubled in the last seven years and includes \$78 million for research and sponsored programs. With a remarkable collection of cutting-edge research laboratories, research centers and institutes, and excellent teaching and research facilities, UMBC is well-positioned to continue its growth as a leading research university.

UMBC offers 44 majors and 41 minors and 20 certificate programs in the physical and biological sciences, social and behavioral sciences, engineering, mathematics, information technology, humanities and visual and performing arts. UMBC's Graduate School offers 36 master's degree programs, 24 doctoral degree programs and 17 graduate certificate programs. Programs are offered in education, engineering, imaging and digital arts, information technology, gerontology, life sciences, psychology, public policy and a host of other areas of interest.

UMBC’s 11,136 undergraduates and 2,772 graduate students come from 47 states, 2 territories of the United States, and 100 foreign countries. Its 501 full-time and 268 part-time faculty are deeply committed to providing a distinctive and rich undergraduate experience including opportunities for faculty guided research. A campus community recognized for its cultural diversity, UMBC is home to the nationally known Meyerhoff Scholarship Program.

The campus, distributed between the main campus and two research parks, near Baltimore-Washington International Thurgood Marshall Airport has an operating budget of approximately \$355 million of which 25% is in State support. UMBC is a member of the University System of Maryland and is accredited by the Middle States Commission on Higher Education, the Accrediting Board for Engineering Technology, Inc., and the National Council for Accreditation of Teacher Education.

The campus maintains and operates 41 buildings with a total of 3,012,652 GSF / 1,795,775 NASF and a current replacement value of over \$900 million. The campus is situated on 544 acres of which approximately 143 acres are devoted to lawns and turf, 37 acres in roadways, and 18 acres in sidewalks.

UMBC’s Office of Residential Life manages ten on-campus housing communities providing a total of 3,780 beds. Approximately 45% of all undergraduate students and 74% of first-time, full-time freshman live on campus. The mix of traditional, double-loaded corridor residence halls, suite-style residence halls, and apartment communities were built between 1970 and 2004.

The UMBC Retrievers 400 student-athletes compete in 20 NCAA Division I varsity sports in the America East Conference. Facilities include a 4,500-seat stadium and track and field complex, the 4,000-seat Retriever Athletic Center Arena, an indoor and outdoor aquatics complex, tennis courts, a soccer stadium, baseball and softball fields and practice fields.

The university has 17 surface parking lots, 3 parking structures, and on-street parking on 7 roadways.

UMBC's parking facilities comprise 7,021 parking spaces campus wide.

### ***The Vision***

UMBC: An Honors University in Maryland seeks to become the best public research university of its size by combining the traditions of the liberal arts academy, the creative intensity of the research university, and the social responsibility of the public university. UMBC will be known for integrating research, teaching and learning, and civic engagement so that each advances the others for the benefit of society.

### **C. SCOPE OF SERVICES:**

1. **Space Survey:** Conduct a quality review of the most recent space survey. The review shall include a research base/ research space analysis. It shall identify risks and recommend corrective plans and adjustments to the space survey where applicable.
2. **F&A Rate Calculation:** Assist UMBC personnel in the preparation of the calculation of the Facilities & Administrative rate. The rate calculation will be based upon fiscal year 2014 data following the appropriate guidelines. The calculation must be sensitive to the treatment of unallowable costs, cost sharing, departmental administration and other items of risk.
3. **F&A Rate Proposal:** Assist UMBC personnel in the preparation of the Facilities & Administrative Rate proposal. The proposal shall be prepared in compliance with OMB Circular A-21 standard format and contain all supporting documents required by the DCA.
4. **Cost Accounting Disclosure Statement (DS2):** Conduct a review of the current DS2 Statement and assist UMBC personnel in updating as required.
5. **F&A Rate Strategy:** Develop a strategy for the Facilities & Administrative Rate negotiations with DHHS. The strategy shall provide a requested F&A rate that is favorable to both the University and the DCA and acceptable for at least a three (3) year period.
6. **Rate Negotiations Assistance:** Assist in the rate negotiations with the DCA. This effort will include working with UMBC in answering all questions and providing additional data requested from DCA during the standard negotiations.

### **D. TERM OF ENGAGEMENT:** The University anticipates having a contract in place with the successful consulting firm on or about June 20, 2014 with a start date of September 1, 2014. The project schedule is as follows:

1. **Initial phase of work:** The initial work includes (i) quality review of the most recent space survey, (ii) assistance to UMBC personnel in the preparation of the calculation of the Facilities & Administrative (F&A) rate, (iii) assistance in the preparation of the F&A rate proposal, and (iv) the development of a negotiations strategy with DCA. This work is to be completed by 12/31/14 with submission of UMBC's F&A rate proposal.
2. **Waiting Period:** Once UMBC's F&A rate proposal is submitted, a three (3) month waiting period is expected during which no work will be done by the Consultant. The actual waiting period will be determined by DCA.
3. **Final phase of work:** This final phase will be to provide assistance to UMBC in its rate negotiations with DCA. Proposers are to assume that this phase will be six (6) months in duration.

## **E. UNIVERSITY RESPONSIBILITIES**

1. The University will designate a Project Manager to work with the selected firm to provide University information, coordinate data gathering activities, ensure the availability of UMBC staff, as needed, and approve the Contractor's invoices.
2. The university has a number of documents and supporting materials available to the Consultant (see list below in "F" Available Resources). The Consultant is responsible to identify all other items and information that you will require from UMBC in support of your work on this project.

## **F. AVAILABLE RESOURCES**

UMBC offers the following resources for use by the consultant:

1. Listing of applicable UMBC files/information for this engagement (financial files, building and improvements, equipment, and space) is provided in Appendix E of the RFP document.
2. UMBC Facilities Master Plan 2003 – 2013, Executive Summary and Board of Regents presentation (information also at <http://www.umbc.edu/campusplan/>)
3. UMBC's website, <http://www.umbc.edu>
4. Institutional Data (<http://www.umbc.edu/oir/>)
5. Strategic Planning documents (<http://www.umbc.edu/provost/planning.html>)
6. 2006 Middle State Report and UMBC 2006 Self Study Report (<http://www.umbc.edu/provost/Middle%20States/index.html>)
7. 2000 Student Life at UMBC prepared by Student Life Task Force (<http://www.umbc.edu/provost/planning/index.html>)

**END OF SECTION 2**

**SECTION 3: SUBMISSION REQUIREMENTS: PROPOSALS AND FORMS**

**INTRODUCTION/OVERVIEW  
ARTICLE 1**

A. **INTRODUCTORY SUMMARY OF PROPOSAL SUBMITTALS**: Responses to RFP #BC20918-P are to consist of the following:

1. **Technical Proposal Submittal** (see Article 2 of this Section 3 for detailed information): All proposers will be required to first submit **only a Technical Proposal without a Price Proposal**. One (1) original set and five (5) copies [for a total of six (6) sets] is to be submitted by the proposer. The Technical Proposal Submittal is due by **Thursday, May 15, 2014 at 2:00 p.m. to the Issuing Office**.
2. **Interview Session** (see Article 3 of this Section 3 for detailed information): Only those Proposers whose technical proposals are deemed susceptible for award in the Initial Technical Evaluation will be requested to participate in an interview with the University. The date and time for these sessions will be set upon completion of the initial technical evaluation; however, it is **anticipated** that the Interviews will be conducted on **Tuesday, June 10, 2014 between the hours of 9:00 a.m.-4:00 p.m.**; so proposers are advised to set this date and time aside on the applicable calendars accordingly so as to avoid any conflicts. **This date is not** anticipated to change.

The purpose of the Interview Session includes the following:

- (i) to allow the University to meet the Proposer's Principal Consultant;
- (ii) discuss selected categories of the Proposer's Technical Proposal;
- (iii) to allow the Proposer to convey its interpretation and understanding of the services required;
- (iv) to provide an opportunity to clarify the scope of services for this engagement; and,
- (v) to review the Price Proposal form.

Each proposer will be required to have the Principal Indirect Cost Consultant available.

Following the Interview Sessions, the University will conduct a Second Phase Technical Evaluation per the RFP.

3. **Price Proposal Submittal** (see Article 3 of this Section 3 for detailed information): Only those Proposers who are deemed to be susceptible of award after completion of the Second Phase Technical evaluation will be requested to submit a Price Proposal. The final Price Proposal form will be provided to Proposers by addendum. **Appendix C** contains a sample price proposal form. One (1) original set and one (1) copy [for a total of two (2) sets] of the Price Proposal is anticipated to be due on or about **Tuesday, June 17, 2014 at 2:00 p.m. to the Issuing Office**.

B. **TRANSMITTAL LETTER**

A Transmittal Letter must accompany the Technical Proposal Submittal. The purpose of this letter is to transmit the Proposal; therefore, it should be brief, but shall list all items contained within the Technical Proposal. The letter must be sent by an individual who is authorized to bind his firm to all statements, including services and financials, contained in the both the Technical and Price Proposal.

C. **SIGNING OF FORMS**

The Price Proposal, if submitted by an individual, shall be signed by the individual; if submitted by a partnership or joint venture, shall be signed by such member or members of the partnership or joint venture as have authority to bind the partnership or joint venture; if submitted by a corporation, shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary.

If not signed by an officer, there must be attached a copy of that portion of the by-laws or a copy of a board resolution, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation. Signatures shall be under seal, i.e.: indicated by the word "(Seal)" following signature of individual and partner bidders, and indicated by affixing the Corporate Seal at corporate signatures.

**END OF SECTION 3, ARTICLE 1**

## SECTION 3: SUBMISSION REQUIREMENTS: PROPOSALS AND FORMS

### ARTICLE 2 TECHNICAL PROPOSAL SUBMITTAL

**Technical Proposals** are due on or before, **Thursday, May 15, 2014 by 2:00 p.m.** An original and five (5) sets of the technical proposal [for a total of six (6) sets], are to be submitted to the Issuing Office. (Electronic submission is not acceptable.)

The following items must be included in this Technical Proposal (forms for items #2 and #3 below are included in **Appendix A**):

1. Detailed responses to Section 3, Article 2, Technical Proposal Criteria, Items 1 through 4 (noted below);
2. Bid/Proposal Affidavit; and,
3. Acknowledgment of Receipt of Addenda (If addenda are issued prior to the Initial Technical Proposal due date, this form acknowledging receipt of all addenda **MUST** be included with your Technical Proposal.)

#### **TECHNICAL PROPOSAL CRITERIA:**

The following information must be furnished in the Technical Proposal per this solicitation Failure to include any of the items listed below may disqualify your firm's response. Proposers should describe in detail and provide evidence supporting the qualifications requested below. All proposers are to compile their Technical Proposals in the order listed.

#### 1. **KEY PERSONNEL:**

- 1.1 **Key Personnel:** Complete the Key Personnel Form (found in **Appendix A**) for the Principal Indirect Cost Consultant, as defined below, inclusive of his/her area of expertise, similar/relevant project experience and references. Specifically, the proposing firm is to submit the individual with whom the University would be directly working should your consulting firm be selected; that is, the person who the University will see on a regular basis and with whom the University will be directly working. A Proposer's response to the Key Personnel Category should demonstrate the following: (1) Sufficient and appropriate organization and resource capabilities to properly complete the project; (2) sufficient experience in indirect cost development (preferably for higher education institutions) to successfully complete the project and address issues that may arise; and, (3) clear demonstration of the extent to which the proposer will commit its expertise.

**-Principal Indirect Cost Consultant:** Professional from the prime/proposing firm who is the principal consultant responsible for the development of the indirect cost model for UMBC. This person must be a direct employee of the firm, and would be the University's primary point of contact, and be the person with whom UMBC would directly work.

**Note – Personnel Commitment:** By submitting this name for consideration under this key Personnel Section, the Proposer is committing this person to the University for this project's duration if awarded the project. No personnel changes will be permitted without written authorization from the University via a contract amendment issued by the University's Procurement Office.

- 1.2 **Key Personnel References:** Provide three (3) references on the Principal Indirect Cost Consultant in the space provided on the Key Personnel form (see **Appendix A**):

#### **Reference Notes:**

- Such references are to be from different projects; that is, only one reference per project is allowed.
- The University reserves the right to verify all information given if it so chooses, as well as to check any other sources available.
- Please be sure that accurate information is provided and that the contact person is capable of speaking to a firm's and/or key person's capability in performing the services required. References will be held in the strictest of confidence.

2. **PROFILE OF PROPOSING FIRM:**

2.1 **Company Background:** Describe your firm inclusive of the year established, its size, structure, disciplines, areas in which it excels, a profile of its philosophy and what differentiates you from others (limit of no more than 2 pages).

2.2 **Annual Sales Volume:** Complete the “Annual Sales Volume” form found in **Appendix A** to provide your firm’s annual sales volume for the last three (3) years and what percentage thereof is associated with indirect cost consulting.

3. **FIRM EXPERIENCE:** Provide three (3) projects which are similar or relevant to the University’s engagement as indicated below. **All** projects submitted under this category must be (i) in the higher education setting and (ii) a maximum of five (5) years old based on the project completion date. The project submission shall include the following:

- Project Name and Location;
- Project Owner, Contact Person and Telephone Number;
- Project Start Date and Completion Date;
- Brief Project Description/Scope of Services;
- Firm’s role on the project;
- Names of Key Personnel who were involved in the project and the assigned role for each (higher consideration is given if proposed principal consultant per #1.1 above was involved in the submitted projects and, particularly in the proposed role); and,
- Similarities of the submitted project to the University’s project.

NOTE: For evaluation purposes, higher education is defined as an institution which awards Bachelor’s degree or higher (i.e. Masters Degrees, Ph.D., professional degrees, post-graduate degrees, etc.)

4. **SPECIAL/UNIQUE QUALIFICATIONS:** Provide a narrative to elaborate on the special/unique qualifications, experiences and/or tools of the proposing firm which make it uniquely capable to provide indirect cost consulting services on the University’s project. Special firm and/or individual expertise is to be included.

Note: The statement should be objective and limited to not more than two (2) single-spaced, typewritten pages using 12 point font.

**END OF SECTION 3, ARTICLE 2**

## SECTION 3: SUBMISSION REQUIREMENTS: PROPOSALS AND FORMS

### INTERVIEW SESSIONS AND PRICE PROPOSAL ARTICLE 3

- A. **INTERVIEW SESSIONS:** Only those Proposers who are deemed susceptible for award following in the initial technical evaluation will be requested to attend an Interview Session. The date and time for these sessions will be set upon completion of the initial technical evaluation; however, it is **anticipated** that the Interviews will be conducted on **Tuesday, June 10, 2014, between the hours of 9:00 a.m. - 4:00 p.m.;** so proposers are advised to set this date and time aside on the applicable calendars accordingly so as to avoid any conflicts. **This date is not anticipated to change.**

The purpose of the Interview Session includes the following:

- (i) to allow the University to meet the Proposer's Principal Consultant;
- (ii) discuss selected categories of the Proposer's Technical Proposal;
- (iii) to allow the Proposer to convey its interpretation and understanding of the services required;
- (iv) to provide an opportunity to clarify the scope of services for this engagement; and,
- (v) to review the Price Proposal form.

Note: Each proposer will be **required** to have the Principal Indirect Cost Consultant in attendance at this interview session.

Following the Interview Sessions, the University will conduct a Second Phase Technical Evaluation per the RFP.

- B. **Price Proposal** (sample form provided in **Appendix C**): Only those proposers who are deemed to be susceptible of award after the Second Phase Technical Evaluation will be requested to submit a price proposal.

The due date and time for price proposals is anticipated to be **Tuesday, June 17, 2014 on or before 2:00 p.m.** The Price Proposal shall be filled out **completely** in ink or typed on the Price Proposal Form. Any erasures and/or alterations to the Proposer's pricing shall be initialed in ink by the signer. Please note, however, that no changes, alterations or additions to the Price Proposal Form are permitted. The Price Proposal shall clearly indicate the maximum cost to the University for the provision of services per the RFP.

The Price Proposal must contain complete cost information for all items and services proposed to be furnished. The following will be required to be quoted in the Price Proposal.

1. **Fixed Fee:** Proposers are to quote a fixed fee for the provision of services for the initial phase of work (as described in Section 2) which is to be completed in accordance with the schedule indicated in Section 2 of the RFP document. The quoted fixed fee is to include all costs and expenses associated with the provision of services inclusive of travel, parking, etc. That is, there are no allowable reimbursable costs/ expenses under the resulting contract; the University will be compensating the consultant based on the fixed fee only.

Note: A breakdown of this fixed fee is required in the price proposal based on the services to be provided.

2. **Not-to-exceed (NTE) Price Proposal:** For the final phase of the work (as described in Section 2) is to be submitted based on number of hours and quoted hourly rate inclusive of all mark-ups and reimbursable expenses.



3. **Hourly rates for Principal Consultant:** The hourly rate for the Principal Consultant quoted under #2 above will apply during the term of this engagement. Proposers are to submit quoted hourly rates of any other key personnel, if applicable; these quoted rates are to include all mark-ups and reimbursable expenses. These quoted hourly rates will be utilized in the event that additional services are requested of the consultant and change orders are required during the engagement.

**END OF SECTION 3, ARTICLE 3**

SECTION 4: EVALUATION PROCESS

EVALUATION OF PROPOSALS

A. **TECHNICAL EVALUATION:**

1.1. **Overview:**

Proposals are evaluated to determine which proposal is most advantageous to the University. The process involves applying the evaluation criteria contained in the RFP and ranking the proposals from most to least advantageous. If used in the evaluation process, numerical point scores will be useful guides but will not be the sole factor in determining the award. The decision for the award will not be made solely by the raw scores themselves, but rather by the strengths, weaknesses, advantages, and deficiencies that the scores represent.

The criteria that will be used by the committee for the technical evaluation of the proposals for this specific procurement are listed below. Each committee member will evaluate the proposals on each major criterion.

Minor irregularities in proposals, which are immaterial or inconsequential in nature, may be waived wherever it is determined to be in the University's best interest.

1.2 **Initial Technical Evaluation:**

An evaluation of the Technical Proposals will be conducted by the University's Evaluation and Selection Committee. The technical criteria is as follows:

1. Key Personnel
2. Profile of Proposer
3. Firm Experience
4. Special/Unique Qualifications

Firms will be ranked. Those proposals not considered "to be reasonably susceptible of being selected for award" may be rejected after the initial technical evaluation and will not progress further in the procurement. A short list will be developed based on the initial technical evaluation results. Upon completion of the initial technical evaluation, all proposers will be notified as to the results of the initial technical evaluation of his/her firm's technical proposal. Only shortlisted firms will advance in the procurement process.

1.3 **Second Phase Technical Evaluation**

Following the Interview sessions held with the short listed firms, a **Second Phase Technical Evaluation** will be conducted. The technical criteria will include the items noted in 1.2 above along with (i) the Proposer's presentation of their interpretation and understanding of the services required and (ii) the references for the Key Personnel and Firms, incorporated into the appropriate criteria.

In the Second Technical Evaluation, all information provided by the Proposer in the Technical Proposal will be re-evaluated based on the discussions with the short listed firms at the Interview session along with the additional information noted above.

1.4 **Final Technical Evaluation:**

The University will establish a ranking of technical proposals from highest to lowest. If a numerical point scoring system is utilized, scores will be normalized, that is the highest ranked proposal will receive 100% of the available technical score with subsequently lower ranked proposals receiving proportionately lower scores. A second shortlist may result from this

evaluation. Upon completion of the second phase technical evaluation, all proposers will be notified as to the results of the second phase technical evaluation of his/her firm's technical proposal.

## **B. PRICE PROPOSAL EVALUATION**

Upon completion of the Second Phase Technical Evaluation, **only** those firms whose technical proposals remain short listed will be requested via an addendum to submit a **Price Proposal**.

### **1.1 Price Evaluation:**

Price Proposals will **not** be opened publicly. Price Proposals will be evaluated based on the quoted fixed fee for the term of the contract.

### **1.2 Final Price Evaluation:**

The University will establish a financial ranking of the proposals from lowest to highest total offers. If a numerical rating is utilized, the lowest evaluated total offer will receive 100% of the points awarded to the financial portion with subsequently higher quotes receiving proportionally lower points.

**C. Discussions:** The University reserves the right to recommend a Proposer for contract award based upon the Proposer's technical proposal and price proposal without further discussions. However, should the Committee find that further discussion would benefit the University, the Committee shall recommend such discussions to the Procurement Officer. Should the Procurement Officer determine that further discussion would be in the best interest of the University, the Procurement Officer shall establish procedures and schedules for conducting discussions and will notify responsible Proposer(s).

**D. Best and Final Offers:** When in the best interest of the University, the Committee may recommend and the Procurement Officer may permit qualified Proposers to revise their proposals by submitting "Best and Final" offers either during the Technical Phase and/or the Price Proposal Phase of this procurement.

**E. Final Ranking and Selection:** Following evaluation of the technical proposals and the price proposals, the Evaluation and Selection Committee will make an initial overall ranking of the proposals and recommend to the Procurement Officer the award of the contract to the responsible Proposer whose proposal is determined to be the most advantageous to the University based on the results of the final technical and financial evaluation in accordance with the University System of Maryland Procurement Policies and Procedures. **Technical merit will have a greater weight than financial in the final ranking.**

Award may be made to the proposal with a higher technical ranking even if its cost proposal is not the lowest. The decision of the award of the contract will be made at the discretion of the Procurement Officer and will depend on the facts and circumstances of the procurement. The Procurement Officer retains the discretion to examine all factors to determine the award of the contract. The goal is to contract with the Contractor that provides the best overall value to the University.

The University may select one or more Contractors to further engage in negotiations, including terms of a contract and other issues to be incorporated into the contract. The University reserves the right to make an award with or without negotiations.

**END OF SECTION 4**

APPENDIX A

TECHNICAL EVALUATION FORMS

(Forms are to be submitted in the Technical Proposal)

Key Personnel Form  
Firm Experience Form  
Annual Sales Volume  
Bid/Proposal Affidavit  
Acknowledgement of Receipt of Addenda (if any)

KEY PERSONNEL FORM

Proposer: \_\_\_\_\_

1. PERSON'S NAME: \_\_\_\_\_

2. POSITION TO BE ASSIGNED: Principal Master Planning Consultant

3. EDUCATIONAL BACKGROUND:

Institution	Degree/Diploma/Certificate	Major (if any) and Date of Degree or Diploma

4. EMPLOYMENT HISTORY\*: (\*NOTE: If a person has more than four (4) employers in his/her employment history, please provide complete employment history via supplemental page(s) attached to this form.)

4.1 Current Employer's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position Held	Duration by Date(s)

4.2 Prior Employer's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position Held	Duration by Date(s)

4.3 Prior Employer's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position Held	Duration by Date(s)

KEY PERSONNEL FORM

Proposer: \_\_\_\_\_

4.4 Prior Employer's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Position Held	Duration by Date(s)

Note: Attach additional pages for employment beyond four (4) employers.

5. **SIMILAR RELEVANT PROJECT EXPERIENCE/REFERENCES:** Provide a **full** description of the person's project experience, including their role on the project. (Note: As indicated in the solicitation document, references are to be **project/contract references not employment references**; that is, the University is interested in speaking to a Client regarding the person's performance on a particular project.) Per the solicitation documents, the University will contact the references provided below during the evaluation.

5.1 Project Reference Contact Person & Title: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ eMail Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Key Person's Role: \_\_\_\_\_

Description of Services Provided:  
 \_\_\_\_\_  
 \_\_\_\_\_

Contract Period: \_\_\_\_\_

Duration Key Person was on the Project:  
 \_\_\_\_\_

Note: If key person not assigned for the full duration of the contract, please explain why:  
 \_\_\_\_\_

Why is this project similar/relevant to the University's project?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

KEY PERSONNEL FORM

Proposer: \_\_\_\_\_

5.2 Project Reference Contact Person & Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ eMail Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Key Person's Role: \_\_\_\_\_

Description of Services Provided:

\_\_\_\_\_  
\_\_\_\_\_

Contract Period: \_\_\_\_\_

Duration Key Person was on the Project:

\_\_\_\_\_

Note: If key person not assigned for the full duration of the contract, please explain why:

\_\_\_\_\_

Why is this project similar/relevant to the University's project?

\_\_\_\_\_  
\_\_\_\_\_

5.3 Project Reference Contact Person & Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ eMail Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Key Person's Role: \_\_\_\_\_

Description of Services Provided:

\_\_\_\_\_  
\_\_\_\_\_

Contract Period: \_\_\_\_\_

Duration Key Person was on the Project:

\_\_\_\_\_

Note: If key person not assigned for the full duration of the contract, please explain why:

\_\_\_\_\_

Proposer: \_\_\_\_\_

Why is this project similar/relevant to the University's project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. **ACHIEVEMENTS/OTHER NOTATIONS (NOT REQUIRED):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: If a Proposer finds the space provided to be insufficient, he/she can attach additional pages to this form as he finds appropriate and just indicate on this form to see attached pages.



Note: A separate form is to be completed and submitted for each of the requested three (3) projects.

Proposer: \_\_\_\_\_

Project Name: \_\_\_\_\_

Company/Institution Name: \_\_\_\_\_

Contact Person's Name:

\_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ eMail Address: \_\_\_\_\_

1. Description of Services Performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Dates services provided: (Contract start date and contract completion date):

\_\_\_\_\_

3. Contract/Fee Dollar Value: \$ \_\_\_\_\_  
(If this information is confidential, please indicate a dollar range such as "between \$ \_\_\_\_\_ and \$ \_\_\_\_\_").

4. Proposing Firm's role on this project/contract: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Project Setting (i.e. University, etc.): \_\_\_\_\_

6. Name of key personnel who were assigned and their role (inclusive of proposed principal consultant if applicable):

Person's Name	Role on the project

7. Similarities to the UMBC Engagement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ANNUAL SALES VOLUME

PROPOSER: \_\_\_\_\_

YEAR	ANNUAL SALES VOLUME	NUMBER OF ENGAGEMENTS	LARGEST \$ ENGAGEMENT	% INDIRECT COST CONSULTING	% OTHER
2013					
2012					
2011					
2010					

Is the proposing firm the local office of a parent company?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, please verify below that the above figures reflect the sales data for the local office that will manage this contract, not the parent company:

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APPENDIX A

**BID/PROPOSAL AFFIDAVIT**

**A. AUTHORIZED REPRESENTATIVE**

I HEREBY AFFIRM THAT: I am the (title) \_\_\_\_\_ and the duly authorized representative of (business) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

**B. NOT USED**

**B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES (*applicable if an MBE goal is set*)**

The undersigned bidder or offeror hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

- (1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
- (2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
- (3) Fail to use the certified minority business enterprise in the performance of the contract; or
- (4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

**B-2. CERTIFICATION REGARDING VETERAN-OWNED SMALL BUSINESS ENTERPRISES (*if applicable to the solicitation*)**

The undersigned bidder or offeror hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, §14-605, Annotated Code of Maryland, which provides that a person may not:

- (1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;
- (2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran-owned small business enterprise in order to obtain or retain a bid preference or a procurement contract;
- (3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
- (5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.12; or
- (6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of §B-2(1)–(5) of this regulation.

**C. AFFIRMATION REGARDING BRIBERY CONVICTIONS**

I FURTHER AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded *nolo contendere* to a charge of bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):\_

\_\_\_\_\_

\_\_\_\_\_

**D. AFFIRMATION REGARDING OTHER CONVICTIONS**

I FURTHER AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

- (1) Been convicted under state or federal statute of a criminal offense incident to obtaining or attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

- (2) Been convicted of any criminal violation of a state or federal antitrust statute;
  - (3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organizations Act, 18 U.S.C. §1961, et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts arising out of the submission of bids or proposals for a public or private contract;
  - (4) Been convicted of a violation of the State Minority Business Enterprise Law, Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
  - (5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
  - (6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection (1), (2), (3), (4) or (5), above;
  - (7) Been found civilly liable under a state or federal antitrust statutes for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
  - (8) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):
- 
- 

**E. AFFIRMATION REGARDING DEBARMENT**

I FURTHER AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension):

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**F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

I FURTHER AFFIRM THAT:

- (1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
  - (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):
- 
- 

**G. SUB-CONTRACT AFFIRMATION**

I FURTHER AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.

**H. AFFIRMATION REGARDING COLLUSION**

I FURTHER AFFIRM THAT: Neither I, nor to the best of my knowledge, information, and belief, the above business, has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

**I. FINANCIAL DISCLOSURE AFFIRMATION**

I FURTHER AFFIRM THAT: I am aware of, and the above business will comply with the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

**J. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

I FURTHER AFFIRM THAT: I am aware of and that the above business will comply with, Election Law Article, §§14-101 – 14-108, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall file with the State Board of Elections a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

**K. DRUG AND ALCOHOL-FREE WORKPLACE**

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meaning when used in this certification.
- (2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:
  - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract;
  - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions;
  - (c) Prohibit its employees from working under the influence of drugs and alcohol;
  - (d) Not hire or assign to work on the contract anyone whom the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program;
  - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred;
  - (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
    - (i) The dangers of drug and alcohol abuse in the workplace,
    - (ii) The business' policy of maintaining a drug and alcohol-free workplace,
    - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
    - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
  - (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by K(2)(b), above;
  - (h) Notify its employees in the statement required by §K(2)(b) above, that as a condition of continued employment on the contract, the employee shall:
    - (i) Abide by the terms of the statement, and
    - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than five (5) days after a conviction;

(i) Notify the procurement officer within 10 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction;

(j) Within 30 days after receiving notice under §K(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:

(i) Take appropriate personnel action against an employee, up to and including termination, or

(ii) Require an employee to satisfactorily participate in a *bona fide* drug or alcohol abuse assistance or rehabilitation program; and,

(k) Make a good faith effort to maintain a drug and alcohol-free workplace through implementation of §K(2)(a)-(j), above.

(3) If the business is an individual, the individual shall certify and agree, as set forth in K(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

(4) I acknowledge and agree that:

(a) The award of contract is conditional upon compliance with COMAR 21.11.08 and this certification;

(b) The violation of the provisions of COMAR 21.11.08 or this certification shall be cause to suspend payments under, or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and

(c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

**L. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic\_\_\_)(foreign\_\_\_) [check one] corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(If not applicable, so state.)

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

**M. CONTINGENT FEES**

I FURTHER AFFIRM THAT: The business has not employed or retained any person, partnership, corporation, or other entity, other than a *bona fide* employee or agent working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a *bona fide* employee or agent, any fee or any other consideration contingent on the making of the Contract.

**N. CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE**

(1) "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

(2) "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes a bidder, offeror, contractor, consultant, or subcontractor or subconsultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

(3) The bidder or offeror warrants that, except as disclosed in §(4), below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

(4) The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain detail—attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_

(5) The bidder or offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the bidder or offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the bidder or offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential

conflict of interest. If the contract has been awarded and performance of the contract has begun, the contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

**O. CERTIFICATION REGARDING INVESTMENTS IN IRAN**

(1) The undersigned bidder or offeror certifies that, in accordance with State Finance & Procurement Article, §17-705:

(i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and

(ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.

(2) The undersigned bidder or offeror is unable to make the above certification regarding its investment activities in Iran due to the following activities:

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**P. ACKNOWLEDGMENT**

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and, (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland or any unit of the State of Maryland having jurisdiction, the exercise of any right or remedy conferred by the Constitution and the laws of Maryland in respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business in respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Authorized Representative and Affiant)

Company Name: \_\_\_\_\_

FEIN No: \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

**RFP NO.:** BC-20918-P

**TECHNICAL PROPOSAL  
DUE DATE:** THURSDAY, MAY 15, 2014 at 2:00 P.M.

**RFP FOR:** INDIRECT COST CONSULTING SERVICES

**NAME OF PROPOSER:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ dated \_\_\_\_\_

As stated in the RFP documents, this form is included in our Technical Proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

END OF FORM



APPENDIX B

CONTRACT FORMS

(These forms will be completed only by the firm that is awarded the contract)

Standard UMBC Services Contract  
Contract Affidavit

CONTRACT  
BETWEEN  
THE UNIVERSITY OF MARYLAND, BALTIMORE COUNTY  
AND

**SAMPLE**

By this Contract, made as of the day of \_\_\_\_\_, 2014, by and between The University of Maryland, Baltimore County, a constituent institution of the University System of Maryland, agency of the State of Maryland (“University”), 1000 Hilltop Circle, Baltimore, Maryland 21250, and \_\_\_\_\_ (“Contractor”), for ( ), the parties hereby agree as follows:

1. **TERM OF CONTRACT:** The term of this Contract shall begin on \_\_\_\_\_ and terminate on \_\_\_\_\_.
2. **SCOPE OF CONTRACT:** The Contractor's obligations and duties under this Contract shall include, but are not limited to, the terms, conditions and specifications contained in RFP No. \_\_\_\_\_ and any amendments or changes thereto as well as the Contractor's proposal submitted in response to the aforementioned RFP (collectively referred to hereinafter as the “Contract Documents”). These obligations and duties are subject to the unilateral right of the University to order, in writing, changes in the work within the scope of the Contract.
3. **COMPENSATION AND METHOD OF PAYMENT:**
  - A. As compensation for satisfactory performance of the work described in Paragraph 2, above, the University will pay the Contractor \$\_\_\_\_\_.
  - B. The Contractor's Federal Tax Identification Number or, where applicable, Social Security Number is \_\_\_\_\_.
  - C. The Contractor shall be paid only for items or services that are specifically named in this Contract. No additional costs for items or services will be paid by the University without its prior express written consent.
4. **DELIVERY:** Delivery shall be made in accordance with bid/RFP specifications. The University reserves the right to test any materials, equipment, supplies or services delivered to determine if the specifications have been met. The materials listed in the specifications shall be delivered FOB the point or points specified prior to or on the date specified in the solicitation. Any material that is defective or fails to meet the terms of the specifications shall be rejected. Rejected materials shall be promptly replaced. The University reserves the right to purchase replacement materials in the open market. Contractors failing to promptly replace materials lawfully rejects shall be liable for any excess price paid for the replacement plus applicable expenses, if any.
5. **NON-HIRING OF EMPLOYEES:** No employee of the State of Maryland or any unit thereof, whose duties as such employee include matters relating to or affecting the subject matter of this Contract, shall, while so employed, become or be an employee of the party or parties hereby contracting with the State of Maryland or any unit thereof.
6. **RESPONSIBILITY OF CONTRACTOR:**
  - A. The Contractor shall perform the services with that standard of care, skill and diligence normally provided by a Contractor in the performance of services similar to the services hereunder.
  - B. Notwithstanding any review, approval, acceptance or payment for the services by the University, the Contractor shall be responsible for professional and technical accuracy of its work, design drawings, specifications and other materials furnished by the Contractor under this Contract.
7. **DISSEMINATION OF INFORMATION:**
  - A. During the term of this Contract, the Contractor shall not release any information related to the services or performance of the services under this Contract nor publish any final reports or documents without the prior written approval of the University.
  - B. The Contractor shall indemnify and hold harmless the University, its officers, agents and employees, from all liability which may be incurred by reason of dissemination, publication, distribution or circulation, in any manner whatsoever, of any information, data, documents, or materials pertaining in any way to this Contract by the Contractor, its agents or employees.

8. **OWNERSHIP OF DOCUMENTS AND MATERIALS:** The Contractor agrees that all documents and materials, including but not limited to, reports, drawings, studies, specifications, estimates, maps, photographs, designs graphics, mechanical, artwork, and computations prepared by or for it under the terms of this Contract shall at anytime during the performance of the services be made available to the University upon request by the University and shall become and remain the exclusive property of the University upon termination or completion of the services. The University shall have the right to use same without restriction or limitation and without compensation to the Contractor other than that provided by this Contract. The University shall be the owner for purposes of copyright, patent or trademark registration.
9. **PATENTS, COPYRIGHTS AND TRADE SECRETS:**
- A. If the Contractor furnishes any design, device, material, process or other item which is covered by a patent or copyright or which is deemed proprietary to or a trade secret of another, Contractor shall obtain the necessary permission or license to use such item.
- B. Contractor will defend or settle, at its own expense, any claim or suit against the University alleging that any such item furnished by Contractor infringes any patent, trademark, copyright, or trade secret. Contractor also will pay all damages and costs that by final judgment may be assessed against the University due to such infringement and all attorneys' fees and litigation expenses reasonably incurred by the University to defend against such a claim or suit. The obligations of this paragraph are in addition to those stated in paragraph 16 below.
- C. If any products furnished by Contractor become, or in Contractor's opinion, are likely to become, the subject of a claim of infringement, Contractor will, at its option: (1) procure for the University the right to continue using the applicable item; (2) replace the product with a non-infringing product substantially complying with the item's specifications; or (3) modify the item so it becomes non-infringing and performs in a substantially similar manner to the original item.
10. **DISPUTES:** This Contract shall be subject to the provisions of University System of Maryland Procurement Policies and Procedures. Pending resolution of a claim, the Contractor shall proceed diligently with the performance of the Contract in accordance with the Procurement Officer's decision. Any dispute that is not subject to the jurisdiction of the Maryland State Board of Contract Appeals, as provided in the University System Procurement Policies and Procedures, shall be brought in and heard by the courts of the State of Maryland, and the parties voluntarily consent to the exclusive jurisdiction of the courts of this State for any such proceeding.
11. **NON-DISCRIMINATION IN EMPLOYMENT:** During the performance of this contract, the Contractor agrees as follows: (a) The Contractor will not discriminate against any employee, applicant for employment, or individual because of race, color, religion, creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, veteran's status, genetic information, and/or physical or mental handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, veteran's status, genetic information, and/or physical or mental handicap; (b) The Contractor shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must, at minimum, contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined; (c) The Contractor will post in conspicuous places, available to employees, applicants for employment, and representatives of each labor union with which the covered Contractor has a collective bargaining agreement, notices setting forth the provisions of the nondiscrimination clause in subsection (a); (d) In the event of the Contractor's noncompliance with the nondiscrimination clause, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further contracts with the University of Maryland Baltimore County (UMBC); and (e) The Contractor will include the provisions of paragraphs (a) through (d) in every subcontract so that such provisions will be binding upon each subcontractor or vendor.
12. **CIVIL RIGHTS ACT 1964:** Vendors and Contractors providing materials, equipment, supplies or services to the State under this Contract herewith assure the State that they are conforming to the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1988, and the Civil Rights Act of 1991, and Section 202 of Executive Order 11246 of the President of the United States of America as amended by Executive Order 11375, as applicable.

13. **AFFIRMATIVE ACTION:** The Contractor and all subcontractors shall develop and maintain affirmative action plans directed at increasing the utilization of women and members of minority groups on State public works projects, pursuant to the Executive Order 11246 of the President of the United States of America and guidelines on Affirmative Action issued by the Equal Employment Opportunities Commission (EEOC) 29 C.F.R. part 1608 and the Governor of Maryland's Executive Order 01.01.1993.16.
14. **CONFLICT OF INTEREST LAW:** It is unlawful for any University officer, employee, or agent to participate personally in his official capacity through decision, approval, disapproval, recommendation, advice, or investigation in any contract or other matter in which he, his spouse, parent, child, brother, or sister, has a financial interest or to which any firm, corporation, association, or other organization in which he has a financial interest or in which he is serving as an officer, director, trustee, partner, or employee, or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, is a party, unless such officer, employee, or agent has previously complied with the provisions of Article 40A, §3-101 et seq of the Annotated Code of Maryland.
15. **CONTINGENT FEE PROHIBITION:** The Contractor, Architect, or Engineer (as applicable) warrants that it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Contractor, Architect, or Engineer, to solicit or secure this agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this agreement.
16. **INTELLECTUAL PROPERTY:** Contractor agrees to indemnify and save harmless the State, its officers, agents and employees with respect to any claim, action, cost or judgment for patent infringement, or trademark or copyright violation arising out of purchase or use of materials, supplies, equipment or services covered by this Contract.
17. **SOFTWARE CONTRACTS:** [Delete if not applicable and insert "N/A"] As specifically provided by Maryland Code Annotated, Commercial Law Article, Section 21-104, the parties agree that this Contract shall not be governed by the Uniform Computer Information Transaction Act ("UCITA"), Title 21 of the Maryland Code Annotated, Commercial Law Article, as amended from time to time. This Contract shall be governed by the common law of Maryland relating to written agreements, as well as other statutory provisions, other than UCITA, which may apply, and shall be interpreted and enforced as if UCITA had never been adopted in Maryland. Contractor agrees that, as delivered to the University, the software does not contain any program code, virus, worm, trap door, back door, timer or clock that would erase data, or programming or otherwise cause the software to become inoperable, inaccessible, or incapable of being used in accordance with its conditions, or manually on command of Contractor.
18. **EPA COMPLIANCE:** Materials, supplies, equipment and services shall comply in all respects with the federal Noise Control Act of 1972, where applicable. Power equipment, to the greatest extent possible, shall be the quietest available. Equipment certified by the US EPA as a Low Noise Emission Product pursuant to the Federal Noise Control Act of 1972 shall be considered to meet the intent of the regulation. The Contractor must supply and have immediately available to their employees spill containment equipment/supplies necessary to contain any hazards they may introduce to the job site. The Contractor is responsible for any and all costs incurred by the University in remediating spills or releases of materials he/she introduced onto the job site.
19. **TERMINATION OF MULTI-YEAR CONTRACTS DUE TO LACK OF APPROPRIATIONS:** If the General Assembly fails to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be canceled automatically as of the beginning of the fiscal year for which funds were not appropriated or otherwise made available; provided, however, that this will not affect either the State's rights or the Contractor's rights under any termination clause in this Contract. The effect of termination of the Contract hereunder will be to discharge both the Contractor and the State of Maryland from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the Contract. The State shall notify the Contractor as soon as it has knowledge that funds may not be available for the continuation of this Contract for each succeeding fiscal period beyond the first.

20. **TERMINATION FOR DEFAULT:** If the Contractor fails to fulfill its obligation under this contract properly and on time, or otherwise violates any provision of the contract, the University may terminate the contract by written notice to the Contractor. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished work provided by the Contractor shall, at the University's option, become the University's property. The University shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by Contractor's breach. If damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the University can affirmatively collect damages. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of USM Procurement Policies and Procedures.
21. **TERMINATION FOR CONVENIENCE:** The performance of work under this Contract may be terminated by the University in accordance with this clause in whole, or from time to time in part, whenever the University shall determine that such termination is in the best interest of the University. The University will pay all reasonable costs associated with this Contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the Contract. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. Termination hereunder, including the determination of the rights and obligations of the parties, shall be governed by the provisions of USM Procurement Policies and Procedures.
22. **DELAYS AND EXTENSIONS OF TIME:** The Contractor agrees to perform this agreement continuously and diligently. No charges or claims for damages shall be made by the Contractor for any delays or hindrances, regardless of cause, in the performance of services under this Contract. Time extensions will be granted only for excusable delays that arise from unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not restricted to, acts of God, acts of the public enemy, acts of the State in either its sovereign or contractual capacity, acts of another Contractor in the performance of a State Contract, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or the delay of a sub-contractor or supplier arising from unforeseeable causes beyond the control and without the fault or negligence of either the Contractor or the subcontractors or suppliers.
23. **VARIATIONS IN ESTIMATED QUANTITIES:** [Delete is not applicable - if contract does not contain estimated quantity items.] No equitable adjustment shall be permitted in favor of either the State of Maryland or the Contractor in the event that the quantity of any pay item in this Contract is an estimated quantity and the actual quantity of such pay item varies from the estimated quantity stated in the Contract.
24. **LIQUIDATED DAMAGES:** [To be included where deemed appropriate by the Procurement Officer or insert "N/A?"] Time is an essential element of the Contract and it is important that the work be vigorously prosecuted until completion. For each day that any work shall remain uncompleted beyond the time(s) specified elsewhere in the contract, the Contractor shall be liable for liquidated damages in the amount(s) provided for in the solicitation, provided, however, that the due account shall be taken of any adjustment of the specified completion time(s) for completion of work as granted by approved change orders.
25. **SUSPENSION OF WORK:** The procurement officer unilaterally may order the Contractor in writing to suspend, delay or interrupt all or any part of the work for such period of time as the Procurement Officer may determine to be appropriate for the convenience of the University.
26. **PRE-EXISTING REGULATIONS:** In accordance with the provisions of Section 11-206 of the State Finance and Procurement Article, Annotated Code of Maryland, the regulations set forth in USM Procurement Policies and Procedures in effect on the date of execution of this Contract are applicable to this Contract.
27. **FINANCIAL DISCLOSURE:** The Contractor shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, as from time to time amended, which requires that every business that enters into contracts, leases or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more, shall, within 30 days of the time when the aggregate value of these

contracts, leases or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

28. **POLITICAL CONTRIBUTION DISCLOSURE:** The Contractor shall comply with Article 33, Sections 14-101 through 14-104, of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year under which the person receives in the aggregate \$100,000 or more shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality, or their agencies, and shall cover the preceding two calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.
29. **RETENTION OF RECORDS:** The Contractor shall retain and maintain all records and documents relating to this Contract for three (3) years after final payment by the University hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of the University, including the Procurement Officer or the Procurement Officer's designee, at all reasonable times.
30. **AUDIT:** The University reserves the right to request an independent review of the Contractor's financial operations and overall contract compliance ("Review"). The Review would be at the Contractor's expense and comprised of an agreed upon procedures engagement by an independent certified public accountant with a protocol acceptable to both parties at the time of the request.
31. **COMPLIANCE WITH LAWS:** The Contractor hereby represents and warrants that:
- A. It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
  - B. It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
  - C. It shall comply with all federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and
  - D. It shall obtain at its expense, all licenses, permits, insurance, and governmental approval, if any, necessary to the performance of its obligations under this Contract.
32. **COST AND PRICE CERTIFICATION:** By submitting cost or price information, the Contractor certifies to the best of its knowledge that the information submitted is accurate, complete, and current as of a mutually determined specified date prior to the conclusion of any price discussions or negotiations for:
- A. A negotiated contract, if the total contract price is expected to exceed \$100,000, or a smaller amount set by the procurement officer; or
  - B. A change order or contract modification, expected to exceed \$100,000, or a smaller amount set by the procurement officer.
  - C. The price under this Contract and any change order or modification hereunder, including profit or, fee, shall be adjusted to exclude any significant price increases occurring because the Contractor furnished cost or price information which, as of the date agreed upon between the parties, was inaccurate, incomplete, or not current.
33. **TRUTH-IN NEGOTIATION CERTIFICATION:** [Mandatory provision for architectural services or engineering services contracts exceeding \$100,000. It shall be in substantially the same form as follows: or insert "N/A" if not applicable.] The Contractor by submitting cost or price information, including wage rates or other actual unit costs, certifies to the best of its knowledge, information and belief, that:
- A. the wage rates and other factual unit costs supporting the firm's compensation, as set forth in the proposal, are accurate, complete and current as of the contract date;
  - B. if any items of compensation were increased due to the furnishing of inaccurate, incomplete or noncurrent wage rates or other units of costs, the State is entitled to an adjustment in all appropriate items of compensation, including profit or fee, to exclude

- any significant sum by which the price was increased because of the defective data. The University's right to adjustment includes the right to a price adjustment for defects in costs or pricing data submitted by a prospective or actual subcontractor; and
- C. If additions are made to the original price of the contract, such additions may be adjusted to exclude any significant sums where it is determined the price has been increased due to inaccurate, incomplete or noncurrent wage rates and other factual costs.
34. **PAYMENT OF UNIVERSITY OBLIGATIONS:** Payments to the Contractor pursuant to this Contract shall be made no later than 30 days after the University's receipt of a proper invoice from the Contractor. Each such invoice must reflect the Contractor's federal tax identification number. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, as from time to time amended, are prohibited.
35. **SET-OFF:** The University may deduct from and set-off any amounts due and payable to the Contractor any back-charges or damages sustained by the University by virtue of any breach of this Contract by the Contractor or by virtue of the failure or refusal of the Contractor to perform the services or any part of the services in a satisfactory manner. Nothing herein shall be construed to relieve the Contractor of liability for additional costs resulting from a failure to satisfactorily perform the services.
36. **INDEMNIFICATION:** The University shall not assume any obligations to indemnify, hold harmless, or pay attorneys' fees that may arise from or in any way be associated with the performance or operation of this Contract.
37. **PROHIBITION AGAINST SHIFTING MARYLAND INCOME TO OUT-OF-STATE AFFILIATES:** Contractor may not, for any period during the Contract term, seek to reduce the amount of Contractor's income subject to Maryland income tax by payments made to an affiliated entity or an affiliate's agent for the right to use trademarks, trade names, or other tangible property associated with Contractor. Contractor agrees that during the course of this Contract it shall not make any such royalty or similar payments to any affiliated company; and if any such royalty or similar payments are made, Contractor and the affiliated company shall file separate Maryland income tax, under a formula that reasonably apportions the income of the affiliated company among the states, including Maryland, in which the Contractor does business. Contractor agrees that it is authorized to bind its affiliated entities to the terms hereof.
38. **USE OF CONTRACTOR'S FORMS NOT BINDING ON STATE:**
- A. The use or execution by the University of any forms, orders, agreements, or other documents of any kind, other than the Contract documents, used pursuant to or in the administration of any contract awarded by the University to the Contractor, shall not bind the University to any of the terms and conditions contained therein except those provisions:
- (1) Generally describing for the purposes of ordering: equipment or services to be provided, locations, quantities, delivery or installation dates, and, to the extent consistent with the Contract Documents, prices; and
  - (2) not otherwise inconsistent with the Contract Documents.
- B. Any such form, order, or others document shall not vary, modify, or amend the terms and provisions of the Contract Documents, notwithstanding any provision to the contrary in such document, unless all of the following conditions are met:
- (1) the document expressly refers to the particular document and provision of the Contract Documents being modified and plainly and conspicuously identifies any modifications thereto as a modification; and
  - (2) the document is executed on behalf of the University by the procurement officer; and
  - (3) execution of the document is approved by the procurement authority whose approval is required by law.
39. **ASSIGNMENT:** This Contract and the rights, duties, and obligations hereunder may not be assigned or subcontracted by Contractor without the prior written consent of the University.

40. **WAIVER OF JURY:** UNIVERSITY AND CONTRACTOR, HEREBY WAIVE TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO WHICH THEY ARE PARTIES ARISING OUT OF OR IN ANY WAY PERTAINING TO THIS CONTRACT. IT IS AGREED AND UNDERSTOOD THAT THIS WAIVER CONSTITUTES A WAIVER OF TRIAL BY JURY OF ALL CLAIMS AGAINST ALL PARTIES WHO ARE NOT PARTIES TO THIS CONTRACT. THIS WAIVER IS KNOWINGLY, WILLINGLY AND VOLUNTARILY MADE BY UNIVERSITY AND CONTRACTOR, WHO HEREBY REPRESENT AND WARRANT THAT NO REPRESENTATIONS OF FACT OR OPINION HAVE BEEN MADE BY AN INDIVIDUAL TO INDUCE THIS WAIVER OF TRIAL BY JURY OR TO IN ANY WAY MODIFY OR NULLIFY ITS EFFECT.
41. **MARYLAND LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland, without regard to its conflicts of law or choice of law principles.
42. **FORCE MAJEURE:** If either party's performance(s) hereunder is rendered impossible, hazardous or is otherwise prevented or impaired due to sickness, inability to perform, accident, interruption or failure of means of transportation, Act(s) of God, riots, strikes, labor difficulties, epidemics, earthquakes, any act or order of any public authority, and/or any other cause or event, similar or dissimilar, beyond that party's control, then each party's obligations with respect to the affected performance(s) shall be excused and neither party will have any liability in connection therewith.
43. **SUCCESSORS AND ASSIGNS.** This Agreement will bind upon and inure to the benefit of the parties hereto and their respective personal representatives/successors and assigns. Successors and assigns shall agree to assume in writing the obligations under this Contract.
44. **COMPLIANCE WITH FERPA:** The University agrees that, for purposes of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g) as amended ("FERPA"), the Contractor will be considered a contractor to whom functions and services have been outsourced by the University. As a result of these function and services, the Contractor might have access to educational records, as defined by FERPA. Contractor agrees that it shall not re-disclose personally identifiable educational records that it receives from the University pursuant to this Agreement, unless such disclosure is authorized to perform the functions and services provided through this agreement or is authorized under FERPA. Contractor expressly warrants and represents that it shall not use the student information or educational records provided by the University for any purpose other than to comply with the terms of this Agreement with the University. Contractor shall indemnify and hold harmless the University from and against any and all claims, suits, proceedings, costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs, attorney's fees, and other reasonable expenses of litigation, which may arise out of, relate to, or be a consequence of, an unauthorized disclosure of educational records. Contractor will, upon discovery, or receipt of notice, of a potential, or actual, material unauthorized disclosure of educational records, immediately report said occurrence to the University. Contractor will work with the University to remediate the unauthorized disclosure (or anticipated unauthorized disclosure) at the expense of Contractor. The terms of the remediation are the sole and exclusive determination of the University.
45. **SMOKE-FREE CAMPUS:** In an effort to provide a healthy, smoke-free environment for everyone on campus, and in accordance with USM policy, effective, July 1, 2013, UMBC has become smoke-free campus. The campus has provided two designated areas removed from major pedestrian traffic. All existing smoking urns have been removed, and new urns have been placed at each designated smoking area. Permanent smoking shelters will be installed during the fall semester. The two locations will be the Park Road Smoking Area, adjacent to Lots 1 and 3; and the Fine Arts Service Smoking Area, near the Fine Arts Building service area. To ensure that this policy is adhered to, individuals found in violation will be directed to review the smoking policy online at [smokefree.umbc.edu](http://smokefree.umbc.edu). Those violating the policy after that will be subject to a fine. This new policy reflects a national movement to provide healthy, smoke-free environments on college campuses and brings UMBC in line with more than 800 colleges in the United States that are already smoke free.



46. **CONTRACT CONTROLS:** It is mutually agreed that any attached contract, or addenda thereto, by and between the University and the Contractor pertaining to this Contract is supplemental and subordinate to this University of Maryland, Baltimore County Contract. The terms and conditions of this University of Maryland, Baltimore County Contract shall, at all times and in all events and situations, be controlling.
47. **CONTRACT AFFIDAVIT:** The Contract Affidavit required by the USM Procurement Policies and Procedures, consisting of Authorized Representative statement, Certification of Corporate Registration and Tax Payment, and Certain Affirmations Valid is attached and is a part of this Contract that must be executed by an authorized representative of the Contractor.
48. **ENTIRE AGREEMENT:**
- A. This Contract constitutes the entire agreement of the parties and supersedes all prior written or oral and all contemporaneous oral agreements, understandings, and negotiations between the parties with respect to the subject matter hereof. This Contract is intended by the parties as the final expression of their agreement and may not be contradicted by evidence of any prior or contemporaneous agreement.
  - B. Headings: All headings are for reference purposes only and must not affect the interpretation of this Contract. All references to days in this Agreement mean calendar days, unless otherwise expressly stated. All references to including mean including without limitation.
  - C. Partial Invalidity. Any provision of this Contract which is found to be invalid or unenforceable shall be ineffective to the extent of such invalidity or unenforceability, and the invalidity or unenforceability of such provision shall not affect the validity or enforceability of the remaining provisions hereof.
  - D. Notices. Any notice required to be given hereunder shall be deemed to have been given either when served personally, by facsimile, or when sent by first class mail addressed to the parties at the addresses set forth in this Agreement.
  - E. Counterparts. This Contract may be executed simultaneously, in two (2) or more counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to any other counterpart.

(Signatures to be placed on the following page)

(Revised 02/18/13)

IN WITNESS WHEREOF, the parties have caused this Contract to be executed on their behalf by the undersigned as of the date first shown above.

Contractor: \_\_\_\_\_

\_\_\_\_\_  
Witness

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

University of Maryland Baltimore County

\_\_\_\_\_  
Witness

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed/Printed Name

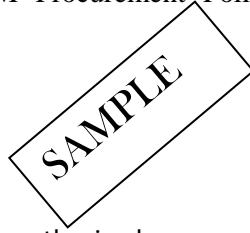
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

**CONTRACT AFFIDAVIT**

(This affidavit is a mandatory contract addendum in accordance with USM Procurement Policies and Procedures, but it is only required from the successful Contractor.)



**A. AUTHORIZED REPRESENTATIVE**

I HEREBY AFFIRM THAT:

I am the (title) SAMPLE and the duly authorized representative of (business) SAMPLE and that I possess the legal authority to make this Affidavit on behalf of myself and the contractor for which I am acting.

**B. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

I FURTHER AFFIRM THAT:

(1) The business named above is a (domestic\_\_\_) (foreign\_\_\_) [check one] corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(2) Except as validly contested, the Contractor has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due to the State of Maryland prior to final settlement.

**C. CERTIFICATION REGARDING INVESTMENTS IN IRAN**

(1) The undersigned bidder or offeror certifies that, in accordance with State Finance & Procurement Article, §17-705:

(i) it is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in §17-702 of State Finance & Procurement; and

(ii) it is not engaging in investment activities in Iran as described in State Finance & Procurement Article, §17-702.

(2) The undersigned bidder or offeror is unable to make the above certification regarding its investment activities in Iran due to the following activities:

\_\_\_\_\_  
\_\_\_\_\_

---

D. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgments contained in that certain Proposal Affidavit dated \_\_\_\_\_, 20\_\_, and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_ By: \_\_\_\_\_

APPENDIX C

SAMPLE PRICE PROPOSAL FORM

(Those firms that are short-listed will be requested, via Addendum, to submit a Price Proposal)

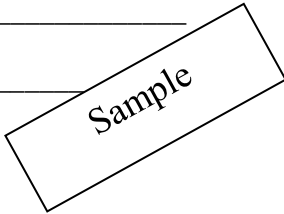
PROPOSAL NO. RFP#BC-20918-P

PRICE PROPOSAL

DUE DATE: TUESDAY, JUNE 17, 2014 BY 2:00 P.M., BY REQUEST ONLY

PROPOSER: \_\_\_\_\_

Federal Identification Number/Social Security Number: \_\_\_\_\_



**PRICE PROPOSAL**

Page 1 of 3

Ms. Delores R. Pertee  
University of Maryland Baltimore County  
1000 Hilltop Circle, Administration Building #301  
Baltimore, MD 21250

Dear Ms. Pertee,

The undersigned hereby submits the Price Proposal as set forth in RFP #BC20918-P dated 04/28/14 and the following subsequent addenda:

Addendum \_\_\_\_\_ dated \_\_\_\_\_  
Addendum \_\_\_\_\_ dated \_\_\_\_\_  
Addendum \_\_\_\_\_ dated \_\_\_\_\_  
Addendum \_\_\_\_\_ dated \_\_\_\_\_

We confirm that this Price Proposal is based on the requirements per the RFP and any subsequent addenda as noted above. Having received clarification on all matters upon which any doubt arose, the undersigned proposes to complete the work for the work as described in this RFP and subsequent Addenda as noted above. By signing and submitting this response, undersigned hereby agrees to all the terms and conditions of this RFP including any issued addenda. Proposers are cautioned to verify their final proposals prior to submission, as UMBC cannot be responsible for Proposer's errors or omissions. Any price proposal that has been accepted by UMBC may not be withdrawn by the Proposer.

1. **BASE PRICE: An all-inclusive lump sum quoted price for the provision of all services associated with the "initial phase of the work" per the RFP document.** (in words and figures)

\_\_\_\_\_ (\$\_\_\_\_\_).

PROPOSER: \_\_\_\_\_

**2. ITEMIZATION OF THE BASE FEE QUOTED IN #1 ABOVE: Provide the breakdown of the quoted base fee within each category of services identified below.**

<b>Services</b>	<b>Quoted Fee</b>
<b>Space Survey:</b> Conduct a quality review of the most recent space survey. The review shall include a research base/ research space analysis. It shall identify risks and recommend corrective plans and adjustments to the space survey where applicable.	\$
<b>F&amp;A Rate Calculation:</b> Prepare the calculation of the Facilities & Administrative rate. The rate calculation will be based upon fiscal year 201_ data following the appropriate guidelines. The calculation must be sensitive to the treatment of unallowable costs, cost sharing, departmental administration and other items of risk.	\$
<b>F&amp;A Rate Proposal:</b> Prepare the Facilities & Administrative Rate proposal. The proposal shall be prepared in compliance with OMB Circular A21 standard format and contain all supporting documents required by the DCA.	\$
<b>Cost Accounting Disclosure Statement:</b> Conduct a review of the current DS2 Statement and assist UMBC personnel in updated as required.	\$
<b>F&amp;A Rate Strategy:</b> Develop a strategy for the Facilities & Administrative Rate negotiations with DHHS. The strategy shall provide a requested F&A rate that is favorable to both the University and the DCA and acceptable for at least a three (3) year period.	\$
Total*	\$

\*This total must be the same as the quoted base fee in #1 above.

PROPOSER: \_\_\_\_\_

3. **Not-to-exceed (NTE) quoted price for the “final phase of the work”** (rate negotiation assistance) as described in the RFP document: (in words and figures and with the requested breakdown)

\_\_\_\_\_ (\$\_\_\_\_\_).

\*\*This total must be the same as the quoted NTE cost in #3 above.

Position	Quoted Hourly Rate	Estimated # of Hours	Extension
Principal Consultant	\$		\$
Other: _____	\$		\$
Other: _____	\$		\$
Total**	\$		\$

4. **QUOTED HOURLY RATES:** Provided quoted hourly rates for each of the positions noted as well as any other positions on your team. These rates are to include all mark-ups and reimbursable expenses excepting those identified above under #2. These quoted hourly rates will be utilized in the event that additional services are requested of the Proposer and change orders are required during the consulting engagement. Note the quoted hourly rates below for the Proposer’s personnel quoted in #3 above, should be the same under #4.

Position	Quoted Hourly Rate
Principal Consultant	\$
Other: _____	\$
Other: _____	\$

We understand that by submitting a proposal we are agreeing to all of the terms and conditions included in the RFP documents, and that the Bid/Proposal Affidavit submitted as part of the original technical proposal remains in effect. The evaluation and subsequent final ranking of proposals will be in accordance the RFP documents. We understand that technical weighs greater than cost.

We further understand that this Price Proposal includes **all** costs associated with the provision of the Services per this RFP. We further confirm that the key personnel named within our Technical Proposal or at our Interview session, and any clarifications thereto, will be assigned to the UMBC Contract for the duration of this contract. We understand that no changes in this assignment will be allowed without written authorization from the University via contract amendment prior to such changes being made.

The undersigned hereby certifies that he/she is a duly authorized office of the Proposer and can bind the Proposer to the prices stated herein.

\_\_\_\_\_  
Proposer (Company Name)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



APPENDIX D

OTHER GENERAL INFORMATION FOR PROPOSERS

## Appendix D – Other General Information for Proposers

### 1. Definitions:

1.1 **Award** means the decision by the University to execute the purchase agreement or contract after all necessary approvals have been obtained.

1.2 **COMAR** refers to the *Code of Maryland Regulations*.

1.3 **Contract** means the agreement entered into by the University as a result of this solicitation.

1.4 **Contractor** means the successful Proposer receiving a contract as a result of this solicitation.

1.5 **MBE** means “Minority Business Enterprise” which is any legal entity other than a joint venture, organized to engage in commercial transactions which is at least 51 percent-owned and controlled by one or more minority persons, or a nonprofit entity organized to promote the interests of the physically or mentally disabled as certified by the Maryland Department of Transportation. Refer to section 2.20 below.

1.6 **Proposer** means any person submitting a response to an RFP.

1.7 **Proposals** means the response by a Proposer to a request for proposals issued by a procurement agency to obtain goods or labor. The response may include but is not limited to a Proposer’s price and terms for the proposed contract, a description of technical expertise, work experience, and other information requested in the solicitation.

1.8 **RFP** means Request for Proposal(s).

1.9 **Time** – any time stated in this solicitation (e.g., 11:00 a.m.) is eastern standard time (“E.S.T.”)

1.10 **University or “UMBC”** – means the University of Maryland Baltimore County.

1.11 **USM** means the University System of Maryland.

2. **General:** The following general information is provided and must be carefully followed by all Proposers to insure that proposals are properly prepared.

2.1 Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a duly authorized person.

2.2 Erasures or other changes must be initialed by the person signing the proposal. Proposals signed by an agent of the corporation must be accompanied by evidence of his or her authority.

2.3 All material submitted in response to this RFP becomes the property of the University and will only be returned to the Proposer at the sole option of the University.

2.4 Addenda and Amendment to the RFP

The University reserves the right to amend this RFP at any time prior to the proposal due date. If it becomes necessary to revise any part of this RFP, notice of the revision will be given in the form of an addendum, which will be provided to all prospective Proposers who are on record with the

Procurement Officer as having received this RFP.

Amendments shall be distributed within a reasonable time to allow Proposers to consider them in preparing their proposals. If, in the opinion of the Procurement Officer, the time and date for receipt of proposals does not permit preparation, the time shall be increased to the extent possible in the amendment, or, if necessary, by telegram, telephone, or FAX machine and confirmed in the amendment. Any Addenda will be deemed to have been validly given if the Addenda are issued and mailed or otherwise furnished to each Proposer's contact person of record.

An acknowledgement of the receipt of all amendments, addenda, and changes issued shall be required from all Proposers receiving the RFP. It is the responsibility of each Proposer to check for announcements, addenda, and other current information regarding this solicitation. Failure to acknowledge receipt of addenda does not relieve the Proposer of the responsibility to perform as required by all RFP documents including addenda or changes thereto. Therefore, Proposer must make sure that all addenda has been received and acknowledged to avoid later conflict.

## 2.5 Cancellation of The RFP

The University reserves the right to cancel this RFP, in whole or in part, at any time before the opening of the proposals. Should it become evident during the evaluation of the proposals that it is no longer in the best interest of the University to make an award under this solicitation, the University reserves the right to cancel the RFP. The University will not be responsible for any costs incurred due to cancellation of the RFP.

## 2.6 Rejection of Proposals

The University reserves the right to reject any and all proposals, in whole or in part, if (among other reasons):

- .1 In the determination of the University, if the pricing proposed is unrealistic or exceeds available funding.
- .2 The Proposer takes exception to the terms and conditions of this RFP;
- .3 The Proposer fails to comply with the requirements set forth herein for participating in this RFP process;
- .4 The University determines that the proposal is incomplete in any way; or
- .5 The Proposer fails to meet any of the requirements/specifications set forth in this solicitation;
- .6 The University determines that the proposal is not in its best interest.

The University will not be responsible for any costs incurred due to rejection of the RFP.

## 2.7 Minor Irregularities or Deficiencies in Proposals

The University may request clarifications from any Proposer under consideration. If the University determines that a Proposer has made a minor irregularity or deficiency, the University reserves the right to waive any minor irregularity or deficiency or to allow a Proposer a reasonable

opportunity to cure the minor irregularity or deficiency. Such a clarification will not be considered an amendment to the Proposal.

2.8 Proposal Bond: Intentionally omitted.

2.9 Performance and Payment Bonds: Intentionally omitted.

2.10 Evidence of Responsibility

Prior to the award of a contract pursuant to this RFP, the Procurement Officer may require a Proposer to submit such additional information bearing upon the Proposer's ability to perform the contract as the Procurement Officer deems appropriate. The Procurement Officer may also consider any information otherwise available concerning the financial, technical, and other qualifications of the Proposer.

2.11 Other Certifications

State procurement regulations require that proposals contain certifications regarding non-collusion, debarment, cost and price. The affidavit form, which must be completed by all respondents and returned with their respective responses, is included as a part of Bid/Proposal Affidavit – Appendix A of the RFP.

2.12 Execution of Proposals

All proposals shall be legibly prepared and shall be signed in ink as and where specified. Proposals are required to be executed as follows, depending on the Proposer's form of business organization:

.1 **Sole Proprietorship** – signed by proprietor with full name address.

.2 **Partnership and Joint Venture** -If a proposal is submitted by a partnership (including a joint venture), it must be submitted in the partnership name. The partnership name and the identity of each general partner must be made clear and all affidavits and certificates must be executed on behalf of the partnership or on behalf of each general partner. No provision of any agreement among partners will be binding on the State unless it is disclosed in the proposal. Reasonable evidence satisfactory to the State of the authority of one partner to bind the other purported partner(s) must also be given in the proposal. It is recommended that the proposal contain a copy of the partnership agreement, if one exists. If no partnership agreement exists and if the number of general partners is reasonably small, each general partner must execute all required documents, including proposals. At the State's option all general partners may be required to sign the proposal. Failure to present the State with satisfactory information concerning a purported partnership may be grounds for finding a proposal unacceptable.

.3 **Corporation** – An officer or authorized agent of the corporation shall sign his/her full name, indicate his/her title and include the name and address of the corporation. In the case of an authorized agent, a letter from an officer of the corporation authorizing said individual to act on behalf of the corporation must be included.

2.13 Indemnification and Responsibility for Claims and Liability With respect to any contract, which results from this solicitation, Proposer must note the following:

2.13.1 The Contractor shall indemnify, save harmless and defend, the University of Maryland, Baltimore County, its officers, employees and agents, from any and all claims, liability, losses and causes of actions which may arise out of the performance by the Contractor, its employees, agents, or subcontractors, of the work covered by this Contract.

2.13.2 The State has no obligation to provide legal counsel or defense or pay attorney's fees to the Contractor or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to the contract against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.

2.13.3 The State has no obligation for the payment of any judgments or the settlement of any claims against the Contractor or its subcontractors as a result of or relating to the Contractor's obligations under this Contract.

2.13.4 The Contractors shall immediately notify the Procurement Officer of any claim or suit made or filed against the Contractor or its subcontractors regarding any matter resulting from or related to the Contractor's obligations under the Contract, and will cooperate, assist, and consult with the State in the defense or investigation of any claim, suit, or action made or filed against the State as a result of or relating to the Contractor's performance under this Contract.

2.14 Insurance:

2.14.1 The Contractor shall secure, pay the premiums for, and keep in force until the expirations of this Contract, and any renewal thereof, adequate insurance as provided below, adequate insurance to specifically include liability assumed by the Contractor under this Contract.

.1 Commercial General Liability Insurance including all extensions:

\$2,000,000 each occurrence;

\$2,000,000 personal injury;

\$2,000,000 products/completed operations;

\$2,000,000 general aggregated

.2 Workmen's Compensation Insurance and Unemployment Insurance as required by the laws of the State of Maryland.

.3 Property damage liability insurance with a limit of not less than \$2,000,000 for each accident.

.4 If automotive equipment is used in the operation, automobile bodily injury liability insurance with limits of not less than \$1,000,000 for each person and \$2,000,000 for each accident, and property damage liability insurance, with a limit of not less than \$2,000,000 for each accident.

- 2.14.2 All policies for liability protection, bodily injury or property damage must specifically name or its face, the University of Maryland Baltimore County as an additionally named insured as respects to operations under the contract and premises occupied by the Contractor provided, however, with respect to the Contractor's liability for bodily injury or property damage under item 2.22.1 above, such insurance shall cover and not exclude Contractor's liability for injury to the property of the University of Maryland Baltimore County and to the persons or property of employees, students, faculty members, agents, officers, regents, invitees or guests of the University of Maryland Baltimore County.
- 2.14.3 Each insurance policy shall contain the following endorsements: "It is understood and agreed that the Insurance Company shall notify in writing Procurement Officer thirty (30) days in advance of the effective date of any reduction in or cancellation of this policy." A certificate of each policy of insurance shall be furnished to the Procurement Officer. With the exception of Workmen's Compensation, upon the request of the Procurement Officer a certified true copy of each policy of insurance, including the above endorsement manually countersigned by an authorized representative of the insurance company, shall be furnished to the Procurement Officer. A certificate of insurance for Workmen's Compensation together with a properly executed endorsement for cancellation notice shall also be furnished. Following the notice of Contract award, the requested Certificates and Policies shall be delivered as directed by the Procurement Officer. Notices of policy changes shall be furnished to the Procurement Officer.
- 2.14.4 All required insurance coverages must be acquired from insurers allowed to do business in the State of Maryland and acceptable to the University. The insurers must have a policyholders' rating of "A" or better, and a financial size of "Class VII" or better in the latest edition of Best's Insurance Reports.
- 2.14.5 Each insurance policy shall contain the following endorsements: "It is understood and agreed that the Insurance Company shall notify in writing the Assistant Vice President for Administrative Services thirty (30) days in advance of the effective date of any reduction in or cancellation of this policy." A certificate of each policy of insurance shall be furnished to the Procurement Officer. With the exception of Workmen's Compensation, a certified true copy of each policy of insurance, including the above endorsement manually countersigned by an authorized representative of the insurance company, shall be furnished to the Procurement Officer. A certificate of insurance for Workmen's Compensation together with a properly executed endorsement for cancellation notice shall also be furnished. The above policies and certificate shall be delivered to the Procurement Officer within fifteen (15) days following the date of notice of Contract award. The insurance companies providing the above coverage shall be satisfactory to the University. Notices of policy changes shall be furnished to the Procurement Officer.
- 2.14.6 Any contract that results from this solicitation and the rights, duties, and obligations hereunder may not be assigned or subcontracted by Contractor without the prior written consent of the University.

## 2.15 Data Security and Confidentiality

- 2.15.1 The selected contractor may have access to, may obtain, or be given confidential information, including without limitation information concerning the University's business strategies, political and legislative affairs, students, faculty, employees, vendors, contractors, student records or student financial information, customer lists, finances, properties, methods of operation, computer and telecommunication systems, and software and documentation. Certain confidential information may be protected under the Family Educational Rights and Privacy Act ("FERPA"), the Gramm-Leach-Bliley Act, and the Maryland Public Information Act. The selected firm must have administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of the University's and borrower's confidential information.
- 2.15.2 UMBC may conduct discussions with Proposers in order to evaluate their abilities and responsiveness to the RFP. In order to facilitate the discussions and to allow Proposer to propose responsive solutions to UMBC's needs and requirements, UMBC is willing to disclose certain confidential information to Proposer, including without limitation information concerning UMBC's business strategies, political and legislative affairs, students, employees, vendors, contractors, student records, customer lists, finances, properties, methods of operation, computer and telecommunications systems, and software and documentation ("Confidential Information"). By submitting a proposal in response to this RFP, Proposers agree: (i) to use Confidential Information solely for purposes of responding to and discussing the RFP; and (ii) not to disclose, permit or cause use of, or provide access to Confidential Information to any third person or entity.

END OF APPENDIX D

APPENDIX E

LIST OF APPLICABLE UMBC FILES/INFORMATION FOR THIS ENGAGEMENT



## APPENDIX E

**FINANCIAL FILES.** The financial files identify the financial system attributes for accounts and the detail of annual expenses. We are concerned only with current fund expense (e.g. restricted, unrestricted, designated and auxiliary) accounts and object codes.

### 1. Chart of Accounts (CHART\_AC.DBF) - DOWNLOAD

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
ACCOUNT	Ch	40	Account Number.
A_DESC	Ch	30	Account Description.
DEPT	Ch	10	Department Number used for CRIS processing.
SUB_DEPT	Ch	10	Must be set equal to DEPT for roll-up purposes.
A_FUND	Ch	6	Fund Code (Unrestricted, Restricted).
A_FUNC	Ch	6	Function Code (Instruction, Research).
A_SPON	Num	1	Sponsor Code (specific CRIS codes must be used, e.g. Federal sponsor = 4).
A_SITE	Ch	1	On Campus (C), Off Campus (O) code.
IDCR	Num	6 (2 dec)	Indirect cost rate applicable to sponsored accounts (e.g. 45.00).
OTH_ATTR	Ch	7	Optional additional attribute (e.g. Indirect Cost Code).
OTH_ATTR2	Ch	7	Optional additional attribute.
PI_NAME	Ch	40	Principle Investigator (Optional)
B_NUM	Ch	8	Building Number (Optional, enter only if the account is applicable to Operations and Maintenance by building.)
CMP	Ch	1	Companion Cost Sharing (Default to 'N', set to 'Y' for companion cost sharing accounts)
FULL	Ch	1	Full Rate (Default to 'N', set to 'Y' for federal projects paying the full rate)
RT	Ch	1	Research Training (Default to 'N', set to 'Y' for all research training accounts)
ORG_BNUM	Ch	8	Original Building Number

**Note:** According to the new A-21 requirements, research training accounts and companion cost sharing accounts must be identified if applicable. In addition, federal awards that are paying the full F&A rate (see IDCR above) must be identified. We can set these fields to 'Y' or 'N' after we receive your downloads, however, we will need your assistance to do so.

### 2. Account Detail (ACCTDET.DBF) - DOWNLOAD

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
ACCOUNT	Ch	40	Account Number.
SUBACCT	Ch	8	Subaccount (object code, class code).
AMOUNT	Num	12 (0 dec)	Amount.
FS_AMOUNT	Num	12 (0 dec)	Financial statement Amount
CS	Ch	1	Cost Sharing flag (Y or N)
CS_AMOUNT	Num	12 (0 dec)	Cost Sharing Amount.

**Note:** This file will need to be reconciled to the **Schedule of Expense and Revenue** in the Financial Statements.

### 3. Subaccount Table (SUBAC\_TB.DBF) - DOWNLOAD

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
SUBACCT	Ch	8	Subaccount (object code, class code).
SBACT_DESC	Ch	30	Subaccount description.

### 4. Department Header (DEPT\_HD.DBF) - DOWNLOAD

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
DEPT	Ch	10	Department number.
D_LNAME	Ch	30	Department long name.
D_SHRTNM	Ch	10	Department short name.
COLLEGE	Ch	3	College number.

**Note:** The DEPT should be identical in files 1. Chart of Accounts; 15. Equipment Inventory, and 18./19. Space Inventory.

### 5. Fund Table (ACT\_FUND.DBF) - DOWNLOAD/USER INPUT

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
A_FUND	Ch	6	Fund Code (Unrestricted, Restricted).
A_FNDDESC	Ch	20	Fund Code description.
A_FNDGRP	Ch	2	Fund Group (used to roll up similar Fund Codes into a single group).
CAMP_NO	Ch	3	Optional, this is only applicable to schools with a multi-campus model structure.

### 6. Function Table (ACT\_FUNC.DBF) - DOWNLOAD/USER INPUT

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
A_FUNC	Ch	6	Function Code (Instruction, Research).
A_FNCDESC	Ch	20	Function Code description.
A_FNCGRP	Ch	2	Function Group (used to roll up similar Function Codes into a single group).

### 7. Other Attribute I Table (OATR\_TBL.DBF) - DOWNLOAD/USER INPUT

**Note:** This file is only necessary if OTH\_ATTR is used on 1. Chart of Accounts.

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
OTH_ATTR	Ch	7	Optional additional attribute I.
ATTR_DESC	Ch	20	Attribute description.

**8. Other Attribute II Table (OATR2\_TB.DBF) - DOWNLOAD/USER INPUT**

**Note:** This file is only necessary if OTH\_ATTR2 is used on 1. Chart of Accounts.

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
OTH_ATTR2	Ch	7	Optional additional attribute II.
ATTR2_DESC	Ch	20	Attribute description.

**PAYROLL.** The Payroll and Title Code files are required only if the subaccounts (object codes) in file 2. Account Detail File do not adequately identify faculty, administrative, and clerical salaries used in the DCE/DA calculation. If Effort Reporting data is to be used, please contact MAXIMUS staff.

**9. Payroll (DCE\_PYEX.DBF) - DOWNLOAD**

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
ACCOUNT	Ch	40	Account Number.
TITLE_CD	Ch	8	Employee title code.
SUBACCT	Ch	8	Optional subaccount if employee title codes are easily rolled up to the subaccount level.
AMOUNT	Num	12 (0 dec)	Amount.

**10. Title Code (DCE\_TLEX.DBF) - DOWNLOAD**

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
TITLE_CD	Ch	8	Employee title code.
TITLE	Ch	30	Employee title.

**BUILDINGS AND IMPROVEMENTS.** The building and improvement files carry the asset descriptions and the capitalized values as of the fiscal year end.

**11. Building Header (BULD\_HDR.DBF) - DOWNLOAD**

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
B_NUM	Ch	8	Building Number.
A_NAME	Ch	30	Building Name.
FISYEAR	Num	8	Fiscal Year Occupied. (The fiscal year it was first occupied.)
TOT_FIN	Num	12	Total Amount Financed. This is for buildings where interest is being recovered, and represents the amount per building that was financed.
ORG_BNUM	Ch	8	Original Building Number

## 12. Building Value (BULD\_VAL.DBF) - DOWNLOAD

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
B_NUM	Ch	8	Building Number.
COMPONENT	Ch	10	Optional building component code normally used if there are building additions or if a componentization study is being used.
A_CLASS	Ch	3	General class code used to group buildings for CRIS processing.
A_TYPE	Ch	6	Also groups assets and specifies useful lives if depreciation is being used.
FY_ACQ	Num	4 (0 dec)	Fiscal Year Acquired (e.g. 1992).
TOT_AMT	Num	12 (0 dec)	Total cost including federal funds.
FED_AMT	Num	12 (0 dec)	Federal portion of total cost.
DWN_LD_DEP	Num	12 (0 dec)	Required <b>current year depreciation</b>
ORG_BNUM	Ch	8	Original Building Number

## 13. Building Class (BLD\_CLAS.DBF) - DOWNLOAD/USER INPUT

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
A_CLASS	Ch	3	General class code used to group buildings for CRIS processing.
CLAS_DESC	Ch	20	Class code description.

## 14. Building Type (BLD\_TYPE.DBF) - DOWNLOAD/USER INPUT

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
A_TYPE	Ch	6	Also groups assets and specifies useful lives if depreciation is being used.
TYPE_DESC	Ch	20	Type code description.
AVE_UL	Num	3 (0 dec)	Average useful life to the nearest whole year.
SAL_PCT	Num	3 (0 dec)	Salvage percentage as a whole number (e.g. 20).

**EQUIPMENT.** The equipment files carry the asset's location, ownership and cost data.

**15. Equipment Inventory (EQP\_EXTR.DBF) - DOWNLOAD**

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
EQ_NO	Ch	20	Equipment or Tag Number.
B_NUM	Ch	8	Building Number.
ROOM	Ch	10	Room Number.
DEPT	Ch	10	Department Number used for CRIS processing.
SUB_DEPT	Ch	10	Must be set equal to DEPT for roll-up purposes.
A_CLASS	Ch	3	General class code used to group equipment for CRIS processing (e.g. Computer, Scientific).
A_TYPE	Ch	10	More specific code (e.g. Modem, Terminal) that specifies useful lives if depreciation is being used.
EXCL_CAT	Ch	1	Exclusion Code (specific CRIS codes must be used, F - Federal, L- Library books, P- Private, O - Other).
FY_ACQ	Num	4 (0 dec)	Fiscal Year Acquired (e.g. 1994).
ACQ_COST	Num	12 (0 dec)	Total cost including federal funds.
FED_AMT	Num	12 (0 dec)	Optional federal portion of total cost if EXCL_CAT is not being used. Allows equipment to be split funded.
PRIV_AMT	Num	12 (0 dec)	Optional other sponsored portion of total cost if EXCL_CAT is not being used. Allows equipment to be split funded.
DWN_LD_DEP	Num	12 (0 dec)	Required <b>current year depreciation</b>
ACCOUNT	Ch	40	Funding source - account item was purchased with.
EQP_DESC	Ch	30	Optional Equipment Description.
ORG_BNUM	Ch	8	Original Building Number

**16. Equipment Class (EQP\_CLAS.DBF) - DOWNLOAD/USER INPUT**

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
A_CLASS	Ch	3	General class code used to group equipment for CRIS processing (e.g. Computer, Scientific).
CLAS_DESC	Ch	20	Class code description.

**17. Equipment Type (EQP\_TYPE.DBF) - DOWNLOAD/USER INPUT**

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
A_TYPE	Ch	10	More specific code (e.g. Modem, Terminal) that specifies useful lives if depreciation is being used.
TYPE_DESC	Ch	20	Type code description.
AVE_UL	Num	2 (0 dec)	Average useful life to the nearest whole year.
SAL_PCT	Num	3 (0 dec)	Salvage percentage as a whole number (e.g. 20).

**SPACE.** The space files carry the space attributes of the University's facilities. The source is the space inventory master file.

**18. Space Inventory (no functional percentages, SPAC\_EXT.DBF) - DOWNLOAD**

**Note:** Space can be downloaded in this format or in the file 19. SPACE.DBF format. This format represents the final CRIS processing format.

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
B_NUM	Ch	8	Building Number.
ROOM	Ch	10	Room Number.
DEPT	Ch	10	Department Number used for CRIS processing.
SUB_DEPT	Ch	10	Must be set equal to DEPT for roll-up purposes.
RM_TYPE	Ch	4	Room type (e.g. Classroom, Lab, Office).
RM_FUNC	Ch	4	Room function (e.g. Research, Instruction.)
ASF	Num	8 (0 dec)	Assignable square footage.
JOINT_CAT	Ch	1	If room square footage is to be prorated on salaries of occupying department, field is (Y). If not, field is (N).
PROGRAM	Ch	6	Optional additional attribute.
SPAC_CAT	Ch	8	Optional additional attribute that can be used to create space statistics.
OM_DEPR#	Num	12 (0 dec)	Optional O&M or depreciation by room. Up to six fields are available (OM_DEPR1 through OM_DEPR6).
ACCOUNT#	Ch	40	Optional Account field. Up to 10 fields are available (ACCOUNT1 through ACCOUNT10).
ORG_BNUM	Ch	8	Original Building Number
PI_NAME	Ch	40	Principal Investigator/Primary Occupant of the room
OCCUPANT#	Ch	40	Optional Occupant field. Up to 10 occupants can be Entered (OCCUPANT1 through OCCUPANT10)

**19. Space Inventory (functional percentages, SPACE.DBF) - DOWNLOAD**

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
B_NUM	Ch	8	Building Number.
ROOM	Ch	10	Room Number.
DEPT	Ch	10	Department Number used for CRIS processing.
SUB_DEPT	Ch	10	Must be set equal to DEPT for roll-up purposes.
RM_TYPE	Ch	4	Room type (e.g. Classroom, Lab, Office).
ASF	Num	8 (0 dec)	Assignable square footage.
RM_FUNC##	Num	6 (2 dec)	Up to 25 room function percentage fields can be occupied. Percentages should be entered as 50.00.
JOINT_CAT	Ch	1	If room square footage is to be prorated on salaries of occupying department, field is (Y). If not, field is (N).
PROGRAM	Ch	6	Optional additional attribute.
SPAC_CAT	Ch	8	Optional additional attribute that can be used to create space statistics.
OM_DEPR#	Num	12 (0 dec)	Optional O&M or depreciation by room. Up to six fields are available (OM_DEPR1 through OM_DEPR6).
ACCOUNT#	Ch	40	Optional Account field. Up to 10 fields are available (ACCOUNT1 through ACCOUNT10).
ORG_BNUM	Ch	8	Original Building Number
PI_NAME	Ch	40	Principal Investigator/Primary Occupant of the room
OCCUPANT#	Ch	40	Optional Occupant field. Up to 10 occupants can be

Entered (OCCUPANT1 through OCCUPANT10)

**20. Room Type (SPAC\_RT.DBF) - DOWNLOAD/USER INPUT**

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
RM_TYPE	Ch	4	Room type (e.g. Classroom, Lab, Office).
RMT_DESC	Ch	20	Room type description.

**21. Room Function (SPAC\_RF.DBF) - DOWNLOAD/USER INPUT**

<u>Field Name</u>	<u>Type</u>	<u>Length</u>	<u>Comments</u>
RM_FUNC	Ch	4	Room function (e.g. Research, Instruction).
RMF_DESC	Ch	20	Room function description.
RMF_SHRT	Ch	10	Room function short name. The field must begin with an alpha and can include alphas, numerics, and underscores only.