

This is a general format which can be amended to suit the College’s needs. Please contact The Office of Purchasing and Accounts Payable for additional assistance if needed.



REQUEST FOR PROPOSAL

Title: *“Enter title here”*

Date: *“Enter date RFP will go to Bidders here”*

I. GENERAL INFORMATION

Invitation to Bid. Utica College invites you to submit a proposal to *“brief description of goods/services”*.

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

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

| TIMELINE: RFP Task | Due Date |
|---------------------------------------|-----------------|
| Request for Proposal (RFP) Issue Date | |
| Bidder’s RFP Question Deadline | |
| Proposals Due | |
| Contract Award | |
| Contract Start Date | |

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

II. OUTLINE OF PROJECT – *Give a brief outline of the overall project*

III. SCOPE OF WORK

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

IV. CONTRACTOR OBLIGATIONS

A. Professional Services

The selected firm shall provide all of the labor, necessary technical disciplines, materials, and equipment in order to perform the professional services required to complete all elements of *“project”*

B. Site Visits/Interaction with College Personnel

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

V. COLLEGE OBLIGATIONS

A. Designated Representative

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

VI. TERMS AND CONDITIONS

A. Standard Terms and Conditions

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

B. Insurance Requirements.

Proof of Workers’ Compensation Insurance must be provided in writing to the Director of Business Services prior to the beginning of this project. Insurance requirements for any work on campus are enclosed. *Contact the Office of Purchasing and Accounts Payable for current Insurance Requirements.*

C. Terms of Payment

Payment will be made by the College within thirty days of receipt of the invoice.
If appropriate a 1099-Misc. will be issue for work completed during each calendar year.

D. Term of Contract

The resulting contract, if awarded, will be for a period of (XXX months, years etc.) Starting on XXX, 2017

E. Termination of Service Contract

If, for any reasons, the College should wish to discontinue the Professional's services, the College, with thirty (30) days' written notice, may terminate this contract.

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

F. Guaranty of Work

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

VII. PROPOSAL FORMAT

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

A. Qualifications of Firm

The following information, at a minimum, should be provided in this section of the Proposal:

1. Company history and basic information about the firm.
2. Demonstration of the firm's knowledge and experience in "*type of project*". Specifically, provide a list of at least four other institutions or companies for whom your firm has provided similar services, including names and numbers of contact personnel.
3. Outline of services and deliverables.

B. Proposed Task Completion Schedule

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

The Professional should provide their proposed fees and fee structure.

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

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

C. Information Required from UTICA COLLEGE

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

VIII. CONTRACT AWARD

The College reserves the right to accept or reject any and all proposals, waive any and all formalities, negotiate further with selected vendor(s) and select the offer deemed to be in the best interest of the College. However, the College is under no obligation, either express or implied, to purchase or contract for products or services as a result of this RFP process.

Proposals may not be withdrawn for ninety (90) days from the proposal due date.

IX. PRESENTATION OF PROPOSAL

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

X. QUESTIONS/SITE CONTACTS

Questions regarding this RFP should be sent to Bobbi Smorol, Director of Business Services via e-mail bsmorol@utica.edu. Every effort will be made to respond promptly; answers to questions will be given to all participating professionals.

XI. THE PROCUREMENT PROCESS

1. The Request for Proposal is sent to prospective Offerers.
2. An e-mail copy of the completed proposal must be sent to bsmorol@utica.edu by the bid date and time as specified herein. Three hard copy of the proposal is required to be mailed to Utica College, Purchasing Office 1600 Burrstone Rd. Utica, NY 13502 to be received within two business days of the bid date. The envelope shall contain responses to all questions and requests contained in the RFP. It may also include any other information the Offerer feels would be pertinent. The envelope is to be clearly marked with the name of the Offerer and the closing date of the RFP, as well as the identification of the contents, i.e., "proposal."
3. The College assumes no responsibility for late delivery, for any reason whatsoever.

All proposals will be evaluated by a team of Utica College administrative personnel. At the team's discretion, bidders may be required to make an oral presentation. Following this evaluation, an award will be made to the selected professional.

XII. GENERAL CONDITIONS FOR SUBMITTING PROPOSALS

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

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

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

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

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

Separate detailed pricing can be requested in lieu of lump sum bid

FEE PROPOSAL

The following proposal is hereby made to:
UTICA COLLEGE

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

"Title of Project"

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

FEES:

_____ Written

_____ Figures

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

The Undersigned hereby acknowledges receipt of the following addenda:

| <u>Addendum No.</u> | <u>Date</u> |
|---------------------|-------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

The above proposal is hereby respectfully submitted by:

COMPANY _____

NAME _____
(SIGNATURE)

NAME _____
(PRINT)

BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE: _____ FAX NUMBER: _____

DATE _____ FEDERAL EMPLOYER ID _____

E-MAIL _____