

Solicitation Q0010141

Student Success, Communications and Guide - Mobile Application

Bid Designation: Public



Utah Valley University

Bid Q0010141

Student Success, Communications and Guide - Mobile Application

Bid Number **Q0010141**
 Bid Title **Student Success, Communications and Guide - Mobile Application**

Bid Start Date **Jan 19, 2016 9:04:32 AM MST**
 Bid End Date **Jan 25, 2016 2:00:00 PM MST**
 Question & Answer End Date **Jan 25, 2016 2:00:00 PM MST**

Bid Contact **Ryan Lindstrom**
Director
Procurement Services
lindstry@uvu.edu

Contract Duration **3 years**
 Contract Renewal **Not Applicable**
 Prices Good for **Not Applicable**

Bid Comments **The purpose of this Request for Proposal (RFP) is to announce the University's intent to evaluate solutions, including a vendor's capabilities, experience, access to resources, and expertise, to obtain a student facing mobile app and associated tools as described in Section 2 – Statement of Needs for Utah Valley University. The University will invite vendors to participate in this evaluation process, which may include discussions, presentations, demonstrations, proofs of concept, sandboxes, etc. To receive an invitation, vendors are asked to respond to this solicitation with some basic information about their solution and its capabilities (standard marketing materials and information will be accepted) and contact information for the individual to whom the University should send the invitation. The University will review each vendor's solution to determine whether to issue an invitation. The University reserves the right to invite vendors to participate in this process directly without receiving a response to this solicitation. It is the intent of the University to award a contract to a vendor for the needed solution following the evaluation process.**

Addendum # 1

New Documents	Q0010141 - Student Success Mobile App.docx		
Removed Documents	Q0010141 - Student Success Mobile App.docx		
Previous End Date	Jan 22, 2016 2:00:00 PM MST	New End Date	Jan 25, 2016 2:00:00 PM MST
Previous Q & A End Date	Jan 22, 2016 2:00:00 PM MST	New Q & A End Date	Jan 25, 2016 2:00:00 PM MST

Item Response Form

Item **Q0010141--01-01 - Student Success, Communications and Guide – Mobile Application**
 Quantity **1 each**
 Unit Price
 Delivery Location **Utah Valley University**
Utah Valley University
 500 W 1200 S

Orem UT 84058

Qty 1**Description**

Attach documents here.



Request for Proposal

Student Success, Communications and Guide – Mobile Application

RFP # Q0010141

RFP Issued	January 14, 2016
RFP Questions	January 25, 2016 at 2:00 PM MST
Due Date	January 25, 2016 at 2:00 PM MST

Utah Valley University
Procurement Services
800 W University Pkwy
Orem, UT 84058

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SECTION 1 – GENERAL INFORMATION**1.01. PURPOSE OF THIS REQUEST FOR PROPOSAL**

The purpose of this Request for Proposal (RFP) is to announce the University's intent to evaluate solutions, including a vendor's capabilities, experience, access to resources, and expertise, to obtain a student facing mobile app and associated tools as described in Section 2 – Statement of Needs for Utah Valley University. The University will invite vendors to participate in this evaluation process, which may include discussions, presentations, demonstrations, proofs of concept, sandboxes, etc. To receive an invitation, vendors are asked to respond to this solicitation with some basic information about their solution and its capabilities (standard marketing materials and information will be accepted) and contact information for the individual to whom the University should send the invitation. The University will review each vendor's solution to determine whether to issue an invitation. The University reserves the right to invite vendors to participate in this process directly without receiving a response to this solicitation. It is the intent of the University to award a contract to a vendor for the needed solution following the evaluation process.

1.02. MULTI-STAGE PROCESS

This is a multi-stage process. In the first stage, technical offers, including discussions, presentations, demonstrations, proofs of concept, sandboxes, etc., will be evaluated by the University. No pricing information will be accepted during the first stage of the process. In the second stage, the University will request written technical proposals and price bids from those vendors whose technical offers have been found to be acceptable during the first stage.

1.03. ABOUT UTAH VALLEY UNIVERSITY

Utah Valley University is a teaching institution which provides opportunity, promotes student success, and meets regional educational needs. UVU builds on a foundation of substantive scholarly and creative work to foster engaged learning. The University prepares professionally competent people of integrity who, as life-long learners and leaders, serve as stewards of a globally interdependent community.

Utah Valley University is located in Orem, Utah. UVU began as a vocational school during World War II, and, in the seven decades since, has evolved into a technical school, a community school, a state college, and, finally, a comprehensive regional teaching university. UVU is one of Utah's largest institutions of higher learning and offers programs ranging from career training to high-demand master degrees, with emphasis on undergraduate education.

For additional general information about Utah Valley University, please visit the University's home page at <http://www.uvu.edu/>, and our fact book at <http://www.uvu.edu/iri/>.

1.04. ISSUING OFFICE AND RFP REFERENCE NUMBER

UVU Procurement Services is the issuing office for this RFP. The reference number for this RFP is Q0010141. This number must be referenced on all responses, correspondence, and documentation relating to this RFP.

1.05. DUE DATE

Responses should be submitted by 2:00 PM MST on January 25, 2016.

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1.06. QUESTIONS AND ANSWERS

All questions, inquiries, or requests for information, clarification, or interpretation arising subsequent to the issuance of this RFP shall be submitted in writing through BidSync.com by 2:00 PM MST on January 25, 2016. Answers will be given via the BidSync site.

1.07. RESPONSE SUBMISSION

Response submitted electronically through BidSync.com is preferred. Submitting a response to the University via BidSync.com is free of charge. Please register at www.bidsync.com, or contact BidSync Customer Service at 800-990-9339. When submitting electronically through BidSync, please allow sufficient time to complete the online forms and upload documents. The response time will end at the closing time listed on the posting. If the system is in the middle of uploading a file at the closing time, the system will stop the process and the bid will not be received by the system.

BidSync's site will accept a wide variety of document types as attachments. However, the submission of files containing embedded documents (zip files), mov, wmp, and mp3 files are prohibited. Do not upload PDF documents which contain attached or embedded documents. **All documents should be attached as separate files.**

Responses may also be submitted via e-mail to RFP@uvu.edu.

1.08. CONTRACT PERIOD

Any contract awarded as a result of this solicitation will have an initial term of 3 years. The contract may be renewed for additional one-year periods at the discretion of the University.

1.09. GENERAL BID PROVISIONS

The University's General Bid Provisions are viewable at <http://www.uvu.edu/procurement/terms> and apply to this process.

1.10. CONTRACT TERMS AND CONDITIONS

Any contract resulting from this process will include, but not be limited to, the applicable terms and conditions contained in the University's Purchase Order Contract Terms and Conditions document viewable at <http://www.uvu.edu/procurement/terms>.

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SECTION 2 – STATEMENT OF NEEDS**2.01. OBJECTIVE**

Utah Valley University is seeking a student facing mobile app and associated tools for implementation by April 30, 2016 that enables students to receive just-in-time student success and retention communications and interventions to help them navigate through issues that could be barriers to their success and desired outcomes at college.

2.02. SCOPE OF WORK AND SPECIFICATIONS

- A. A mobile application for students that helps students navigate through known and researched retention issues with step-by-step tools to resolve obstacles to student success. These tools and retention issues would include such things as:
 - i. Customizable and existing micro-surveys to gather just-in-time information based on student retention needs
 - ii. Personalized communications and smart brokering connection to key campus resources
 - iii. Walking students through key milestones including registration, financial aid, advising, etc.
 - iv. Proactive student nudging and timely escalation
 - v. Automated interventions triggered by customized institutional frameworks
 - vi. Plan and manage time and calendar
 - vii. Schedule appointments with academic and student services
 - viii. Remove administrative holds
 - ix. Acclimatization to campus environment for new students
 - x. Explore careers and majors
 - xi. Build a course schedule
 - xii. Maintain financial aid and resolve aid issues
- B. Provide a communications platform that facilitates student engagement and access to campus events and resources through self-directed options. These include:
 - i. Channels for student organizations
 - ii. Channels for campus resource centers
 - iii. Channels for courses
 - iv. Channels for special interests
 - v. Channels for campus events
- C. Communication and intervention tools should include:
 - i. Push notifications
 - ii. Mobile pop-ups/banners
 - iii. Subscribed channels/feeds
 - iv. Text messaging
 - v. Email
 - vi. Capability of direct messaging – both 1 to 1 and 1 to many
 - vii. Rate-limited content volume
 - viii. Ongoing learning and optimization
 - ix. Provide Logged communications
 - x. Provide logged student actions
 - xi. Provide campaign based communications
 - xii. Allow for selection of specific populations for specific messaging

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- xiii. Both automated messaging based on information available as well as manual communications
- D. Administrative Interface should:
 - i. Be easy to use for creating communications, campaigns, knowledge bases, pathways, and interventions should be easy to use.
 - ii. Provide easy access to analytics and tracking data
 - iii. Have a variety of security levels for different types of tasks restricting certain types of access (such as mass communications) from those who are authorized only to communicate to smaller groups or individuals.
- E. Analytics should be provided that include:
 - i. Key student success metrics and insights for University administrators
 - ii. Sub-population analysis from real-time intervention and survey results
 - iii. Analytics on logged communications and student actions
 - iv. Analytics based on retention campaigns including student intervention monitoring and effectiveness
- F. Security, Technical and Compliance
 - i. Should include FERPA compliance
 - ii. Accessibility compliant
 - iii. Single Sign on capability (SAML/Shibboleth (preferred) or CAS)
 - iv. Solution should be properly secured, encrypted, and protected against data loss and exposure
- G. Partnership and Research
 - i. UVU would prefer a partnership with the company for customizations to meet the individual needs of UVU as well as input into future development.
 - ii. UVU would prefer the product and services to include a community of other customers (universities) that can share best practices, lessons learned, statistics and analytics, and successful interventions and campaigns.
 - iii. UVU would prefer that the product be built on demonstrable research on student success, retention, and successful interventions.

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SECTION 3 –EVALUATION**3.01. TECHNICAL EVALUATION**

A committee of University officials appointed by the Purchasing Official will evaluate the proposed solutions. The technical evaluation will be based upon the information provided in response to this solicitation, additional information requested by the University for clarification, information obtained from references and independent sources, and discussions, demonstrations, presentations, proofs of concepts, and sandboxes as applicable.

The committee will evaluate the technical proposals in accordance with the criteria outlined below utilizing the Evaluation Score Sheet contained herein. Proposals will be rated superior, very good, good, fair, or poor for each criterion. The technical evaluations for each proposal will be combined to form a technical score for each proposal. The University may limit the proposals that proceed to subsequent evaluation phases.

3.02. TECHNICAL EVALUATION CRITERIA

Solutions will be evaluated in accordance with the following criteria:

- A. Mobile Application (50 Points)
 - i. Student focused, ease of use for the Student and mobile friendliness
 - ii. Communications feature set including but not limited to push, pop-ups/banners, channels/feeds, text, email, rate-limits, 1 to 1, 1 to many, etc.
 - iii. Ability to tie/link into campus systems that provide interventions for students
 - iv. Ability to schedule appointments and plan/manage time/calendar
 - v. Ability to provide just-in-time communications including nudging and escalations
 - vi. Ability to provide micro-surveys for data gathering
 - vii. Other capabilities/features as specified in specifications or as provided by the product
 - viii. Potential to affect student success
- B. Administrative tools and interface (25 points)
 - i. Ease of Use
 - ii. Analytics and information available including communications and student actions logs
 - iii. Levels of security for different roles
 - iv. Capability of campaign based on events, calendar, survey outcomes, student information etc. as well as manually sent.
 - v. Ability to automate interventions, communications and calendaring
 - vi. Ability for on-going learning and optimization
- C. Technical/Compatibility/Compliance (10 points)
 - i. Authentication/provisioning
 - ii. FERPA, accessibility and security compliance
 - iii. Ability to interface to other systems (Banner, Outlook, Oracle data stores, etc.)
- D. Analytics (5 points)
 - i. Ability to provide analytics/data regarding the success/failure of campaigns
 - ii. Ability to provide analytics/data regarding success/failure of communications
 - iii. Ability to provide analytics/data regarding usage
 - iv. Ability to provide analytics/data regarding success/failure of interventions/student actions
 - v. Ability to provide analytics/data from other similar university customers
- E. Partnership and Company (5 points)

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- i. Demonstrated success and references
 - ii. Demonstrated research upon which solution is based (could include customer information on use and/or higher education research, etc.)
 - iii. Ability to partner with company and other company customers
- F. Implementation (5 points)
 - i. Schedule
 - ii. Project management and plan
 - iii. Plan to drive student adoption and use

3.03. COST EVALUATION

Only the top scoring proposals from the technical evaluation phase will proceed to this evaluation phase. Cost will be evaluated as follows: The offeror with the lowest proposed price will receive 100% of the cost points, which is 30 points. All other offerors will receive a portion of the total cost points based on the percentage by which their proposed price is higher than the lowest proposed price. An offeror whose proposed price is more than double (200%) the lowest proposed price will receive no points. The formula to compute the cost score will be: $30 \times (2 - \text{Proposed Price} / \text{Lowest Proposed Price})$.

3.04. COMPOSITE SCORE COMPUTATION

The technical score and cost score will be combined to form a composite score for each proposal. The contract will be awarded to the offeror whose proposal received the highest composite score except as outlined under section 7.11 COST BENEFIT ANALYSIS.

3.05. SELECTED OFFEROR

The University will send written notice to the offeror selected as a result of this NOI. If the selected offeror fails to sign the contract offered for their acceptance within a reasonable period of time, as determined by the University, the University may assume that the offeror has abandoned the contract and shall be free to select another offeror with which to negotiate the contract. In such case, the University may also choose to debar the offeror that has abandoned the contract from offering on future requirements of the University.

3.06. NEGOTIATIONS AND BEST AND FINAL OFFERS

The University reserves the right, as provided by the Utah Procurement Code, to negotiate with the finalists and to call for best and final offers.

3.07. COST BENEFIT ANALYSIS

If the proposal with the highest composite score is not the lowest cost offer found to be acceptable and the difference between the lowest cost offer and the offer with the highest composite score is greater than \$10,000 or 5% of the lowest cost offer, a cost benefit analysis will be performed in accordance with the Utah Procurement Code. If performing a cost benefit analysis fails to justify the award of the contract to the offeror whose proposal received the highest composite score, the proposal that received the next highest composite score will be analyzed.

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RFP EVALUATION SCORE SHEET**Offeror:** _____**Evaluator:** _____**Date:** _____**Score will be assigned as follows:**

1 = Poor, inadequate, ability to meet requirements doubtful

2 = Fair, ability to meet requirements questionable

3 = Good, meets minimum requirement

4 = Very good, exceeds minimum requirement

5 = Superior

Criteria	Score (1-5)	Evaluator Notes
A. Mobile Application		
B. Administrative tools and interface		
C. Technical/Compatibility/Compliance		
D. Analytics		
E. Partnership and Company		
F. Implementation		

UTAH VALLEY UNIVERSITY GENERAL BID PROVISIONS - BIDS SYNC**1. Preparation of bids:**

- a. Failure to examine any drawings, specifications and/or instructions will be at bidder's risk.
- b. Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid.
- c. Time of delivery is a part of the bid and must be adhered to.
- d. Bidder must adhere to the time of delivery specified in the submitted bid. The time of delivery specified will be evaluated as part of the bid evaluation.
- e. Wherever in this solicitation an item is described by using a trade name, model number, catalog number, manufacturer name, or vendor name, it is intended that the words, "or equivalent" apply. "Or equivalent" is defined as any other item equal in material, workmanship and service, and is as efficient and economical in operation as the one specified, as determined by the University. If bidder proposes an alternate item, the bid must clearly be marked as such. Include the trade name, brand name, model number, and/or catalog number, plus a complete description (including specifications and literature) of the proposed alternate. Bidder represents that any alternate item meets the applicable solicitation specification(s) unless bidder describes specifically how the alternate item differs from the applicable solicitation specification(s).
- f. All products must be in new, unused condition unless otherwise requested in this solicitation.
- g. By submitting the bid, bidder certifies that all information provided is accurate, that it is willing and able to furnish the item(s) specified, and that prices quoted are correct.
- h. Where "Freight Cost" is listed as a separate line item, bidders are to provide product line item pricing FOB Origin Less Freight. On the line item for "Freight Cost", bidders are to indicate the total freight cost FOB Destination Freight Prepaid. Where there is not a line item for "Freight Cost", bidders are to provide line item pricing FOB Destination Freight Prepaid.
- i. Pricing must be guaranteed for ninety (90) days from the close date of this solicitation unless otherwise noted in the solicitation.

2. Submission of Bids:

- a. Electronic bids must be submitted through BidSync.com until the closing date and time indicated on the solicitation. It is the sole responsibility of bidder to ensure that its bid is submitted through BidSync before the closing date and time. There is no cost to bidder to submit electronic bids via BidSync. Electronic bids may require uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents must be attached as separate files. Bids submitted in any other way will not be accepted unless otherwise indicated in the solicitation.
- b. Bids and modifications or corrections thereof received after the closing time specified will be considered late and will not be accepted.

- c. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by the University unless expressly included and itemized in the bid.
- d. Failure to submit a bid or to advise the University's Procurement Services that future invitations for bids are desired may result in the forfeiture of the opportunity to receive solicitations in the future.

3. Award of Contract:

- a. Bids will not be read at a public opening; however, the information will be publicly disclosed after award in accordance with the Government Records Access and Management Act, Utah Code Ann. § 63g-2-101, et seq., as amended.
- b. Contracts may be made or entered into with the responsible bidder who submits the lowest and best bid that meets solicitation specifications. Consideration will be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which the product(s) are required, delivery time required, discount terms, and other criteria set forth in this solicitation.
- c. Unless bidder specifies otherwise in the bid, the University may accept any item or group of items, or the overall low bid.
- d. The University reserves the right to cancel this solicitation.
- e. The University reserves the right to increase or decrease the quantity of any item and to order any or all of the items at quoted prices, unless bidder specifies otherwise in its bid.
- f. The University reserves the right to reject any and all bids and waive any informality or technicality in bids received, if it is in the best interest of the University.
- g. Before or after the award of a contract, the University has the right to inspect bidder's premises and all business records to determine bidder's ability to meet contract requirements.
- h. A written Purchase Order signed by an authorized representative of the University and mailed, or otherwise furnished to the successful bidder, results in a binding contract without action by either party. The contract shall be interpreted, construed, and given effect, in all respects, according to the laws of the State of Utah. The contract shall not be assigned by contractor, in whole or in part, without written consent of the University.
- i. Authorized representatives of the University's Procurement Services department are the only persons authorized to place orders or commit the University for purchases.
- j. Multiple contracts may be awarded if the University determines that doing so would be in its best interest.
- k. Any contract based on this solicitation may be extended by mutual agreement.
- l. If bidder accepts credit cards, the University reserves the right to place any subsequent order arising from this solicitation via credit card. All credit card bylaws and rules will apply.

4. **Restrictions on Communications with University Staff:** From the issue date of this solicitation until a contractor is selected and a contract award is made, bidders are not allowed to communicate about the subject of this solicitation with any University administrator, faculty, staff, or members of the Board of Trustees except the Purchasing Official assigned to this solicitation, other Procurement Services staff members, individuals authorized in writing by the Purchasing Official, and University representatives during presentations. If violation of this provision occurs, the University reserves the right to reject the bidder's response.
5. **Contract Terms and Conditions:** Any contract resulting from this solicitation will include, but not be limited to, the applicable terms and conditions contained in the University's Purchase Order Contract Terms and Conditions document viewable at <http://www.uvu.edu/procurement/terms>.
6. **Amendments:** All changes to this solicitation will be made only through written addenda from the University's Procurement Services department. Answers to questions submitted shall be considered addenda. Bidders may not consider or rely on verbal modifications.
7. **Bonds:** The University reserves the right to require a bid bond, a supply contract bond or a faithful performance bond from contractor in an amount not to exceed the amount of the contract.
8. **Samples:** Samples of items, when required, must be furnished, free of charge, to the University. If not destroyed by tests, the sample may, upon request made at the time the sample is furnished, be returned at bidder's expense.
9. **Warranty:** Contractor warrants that the merchandise will conform to its description and any applicable specifications and shall be of good merchantable quality and fit for the known purpose for which it is sold. This warranty is in addition to any standard warranty or service guarantee given by contractor to the University.
10. **Energy Conservation and Recycled Products:** Contractors and bidders are encouraged to offer Energy Star certified products or products that meet FEMP standards for energy consumption. The University also encourages bidders to offer products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.
11. **Conflict:** Unless clearly indicated otherwise in the bid, the University assumes that no employee of the University has sufficient financial or management interest in bidder's organization to cause a conflict of interest should bidder be awarded a contract based on this solicitation.
12. **Debarment:** Contractors certify that neither they nor their principals are presently debarred, suspended,

proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction (contract) by any governmental department or agency, including other institutions of higher education. If contractor cannot certify this statement, it shall submit a written explanation for review by the University. Contractor must notify the University's Procurement Services department within thirty (30) days if debarred by any governmental entity during the contract period.

13. **Indemnification:** The University is required to reference provisions of the Utah Governmental Immunity Act, Utah Code Ann. Sec. 63G-7-101 et seq., and to comply with any other requirements mandated by the Utah Attorney General's Office regarding indemnification, attorney's fees, governing law provisions and insurance provisions. Any contract created under this solicitation must include such terms and conditions as set forth by the University.
14. **Assignment/Subcontract:** Bidder agrees that no contract rights or subcontract rights may be assigned, sold, or transferred, or responsibilities delegated, in whole or in part, under any contract formed upon acceptance of bidder's bid without prior written approval of the University.
15. **Non-appropriation of Funds:** Contractor acknowledges that the University cannot contract for the payment of funds not yet appropriated by the Utah State Legislature. If funding to the University is reduced due to an order by the Legislature or the governor, or is required by State Law, or if federal funding (when applicable) is not provided, the University may terminate the contract or proportionately reduce the services and purchase obligations from the University upon 30 days written notice. In the case that funds are not appropriated or are reduced, the University will reimburse contractor for products delivered or services performed through the date of cancellation or reduction, and the University will not be liable for any future commitments, penalties, or liquidated damages.
16. **Contract Jurisdiction, Choice of Law, and Venue:** The contract resulting from this solicitation shall be governed by laws of the State of Utah. The parties will submit themselves and any dispute arising from the contract or any breach thereof to the jurisdiction of the courts of the State of Utah. The venue of any dispute shall be in the Third Judicial District Court of Salt Lake County, State of Utah.
17. **Compliance with Laws and Regulations:** Contractor and any and all supplies, services, equipment, and construction proposed in bidder's submission will comply fully with all applicable Federal and State laws and regulations.
18. **Outstanding Tax Lien:** By responding to this solicitation, the bidder affirms that it does not have any outstanding tax liens issued by the Utah State Tax Commission.
19. **State of Utah Sales and Use Tax:**
 - a. Utah State Sales and Use Tax should not be added to invoices or other payment requests submitted to

the University. The University's Tax Exempt ID number: 11843640-002-STC.

- b. Contractor is responsible for complying with all Utah State Sales and Use Tax exemption requirements. Contractor is responsible for payment of all Utah State Sales and Use Tax obligations that arise from contractor's failure to comply with exemption requirements.
20. **Governing Laws and Regulations:** All University purchases are subject to the Utah Procurement Code, Utah Code Ann. § 63G-6a-101, et seq., as amended and the Policies and Procedures set forth by the University.
21. **Records Access and Management:** The Utah Procurement Code, Utah Code Ann. § 63G-6a-101, et seq., as amended, states that the name of each bidder and the amount of each bid shall be recorded, and that such record shall be open to public inspection. The Government Records Access and Management Act, Utah Code Ann. § 63G-2-101, et seq., as amended ("GRAMA"), provides that, if a bidder desires to have certain information contained in its bid protected from such disclosure, the bidder may request such protection by providing a "written claim of business confidentiality," and a "concise statement of reasons supporting the claim of business confidentiality" with its bid (GRAMA, section 63G-2-309). Pricing elements of any bid will not be protected. All material contained in and/or submitted with the bid becomes property of the University and may be returned only at the University's option.
22. **Filing a Protest:** The Utah Procurement Code, U.C.A. § 63G-6a, addresses the procedure for filing a protest. A protest must be submitted in writing to the UVU Director of Procurement Services prior to the opening of bids, unless the aggrieved person did not know the facts giving rise to the protest, in which case the protest must be submitted in writing within seven days after the aggrieved person knows or should have known the facts giving rise to the protest.
23. **Gratuities:** The University may disqualify from consideration or terminate any subsequent contract, if it is found that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the offeror, or any agent or representative of the offeror, to any officer or employee of the University with the intent to secure a contract or secure favorable treatment with respect to the awarding or amending of a contract. Bidders must comply with the provisions of the Utah Procurement Code, U.C.A. § 63G-6a Part 24.

**Procurement Services****Vendor Registration and Solicitation Information****VENDOR INFORMATION**Legal Name of Organization: DBA (if applicable): Address: City: State: Zip: Remittance Address: City: State: Zip: Phone Number: Fax Number: Taxpayer Identification Number:

Organization Structure:

☐ Individual ☐ Partnership ☐ Corporation☐ Government Agency ☐ Non-Profit Agency

Describe below the major product(s) or service(s) provided by your company:

SOLICITATION INFORMATIONContact Name: Phone Number: E-mail Address: Discount Terms: Days Required for Delivery After Receipt of Order:

(see solicitation details for any required minimums)

Price Guarantee Period:

If price guarantee period is different than required in solicitation, provide justification:

DISCLOSURE STATEMENT

Vendor must disclose any possible conflict of interest with Utah Valley University, including, but not limited to, any relationship with any Utah Valley University. Â Your response must disclose if a known relationship exists between any principal of your firm and any Utah Valley University employee. Â If, to your knowledge, no relationship exists, this should also be stated in your response. Â Failure to disclose such a relationship may result in cancellation of a purchase and/or contract as a result of your response. Â This form must be completed and returned in order for your bid/proposal to be eligible for consideration.

☐ No known relationship exists

☐ Relationship exists

Please explain the relationship, if applicable:

5
6

CERTIFICATION

I, as an officer of this organization am duly authorized to certify the information provided herein is accurate and true as of this date.

Electronic Signature:

Title:

Question and Answers for Bid #Q0010141 - Student Success, Communications and Guide - Mobile Application

Overall Bid Questions

There are no questions associated with this bid.

Question Deadline: Jan 25, 2016 2:00:00 PM MST