

WHICH RFX IS RIGHT FOR YOU?

Request for Information

Focuses on educating and defining next steps. Cannot result in award.

Request for Quote

Focuses on comparing prices for known goods and services. Can result in award.


Request for Proposal

Focuses on comparing vendors and the unique solutions they can offer to fill a need. Can result in award.

RFX SELECTION GUIDE

The University Administration believes that successful procurement can best be performed by a single department which specializes in this field and which works in cooperation with other units and State agencies in making purchases. Within the University, therefore, the responsibility for the procurement of supplies, materials, equipment and contractual services is placed in the University Purchasing Office. This Selection Guide aims to equip you with the tools your team needs to make educated decisions surrounding different types of solicitations that ASU Purchasing can issue.

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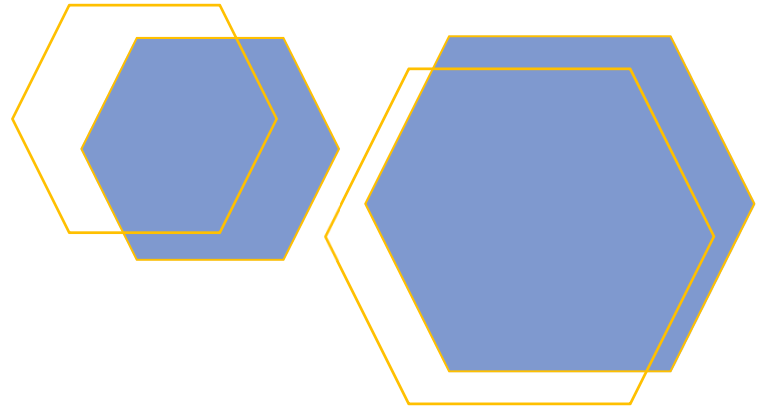
GETTING STARTED

WHAT IS AN RFX?

An RFX is a term meant to describe any type of “Request For”. The most common types include, Request for Information (RFI), Request for Quote (RFQ), and Request for Proposal (RFP). You may also refer to a particular RFX as a bid, solicitation, procurement, or sourcing event.

All of these words are meant to describe a particular process conducted by ASU Purchasing to make a purchase on behalf of the Albany State University

It is important to understand the different processes available to you. As a vested Stakeholder in the solution that is being purchased, either for goods or services, your desired outcome is a crucial part of deciding which RFX is right for you.



HOW DO I KNOW IF I NEED ONE?

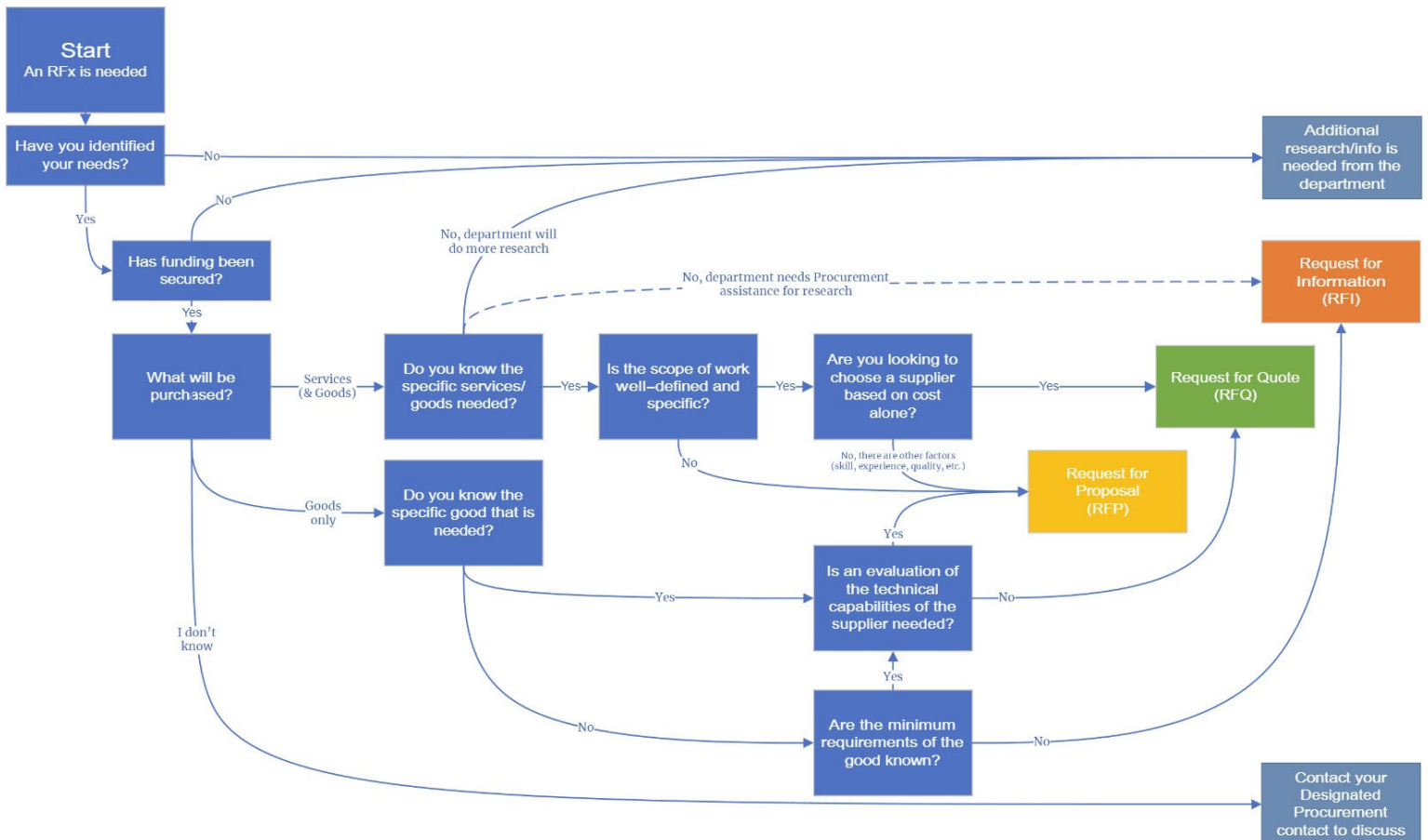
All purchases, regardless of dollar amount should be competitively sourced to ensure funds are being used in the best interests of the State of Georgia. An RFX can be used to provide increased economy in state procurement activities and maximize to the fullest extent possible the purchasing value of public funds.

Although suitable for any purchase, it is generally only required for purchases that are expected to exceed a bid threshold and that are not covered by an existing Statewide Contract or ASU Agency Contract.

The legal requirement to post a competitive bid can be influenced by exemption eligibility and source of funds (federal) with the most typical bid thresholds being \$50,000 for public works and \$25,000 for all other purchases.



WHICH RFX IS RIGHT FOR YOU?



REQUEST FOR INFORMATION

A Request for Information (RFI) is a semi-formal method for requesting information from suppliers who have knowledge about an industry, goods, or services. This RFX should be used if there is not enough information about the services needed to develop a statement of work or goods where product specification and knowledge is needed for a solicitation.



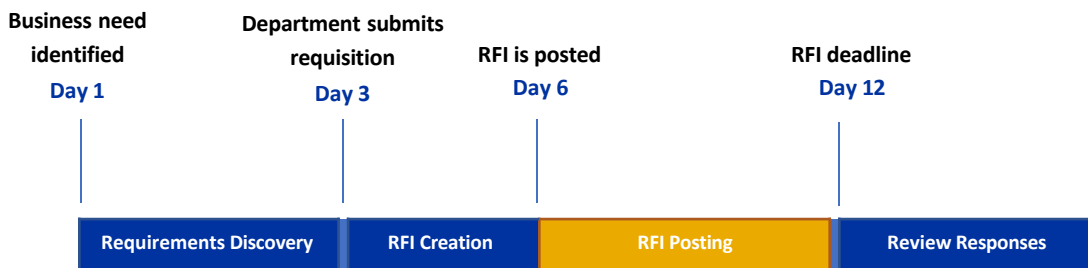
The RFI should, describe ASU's needs, identify what information is desired from suppliers, and provide a method for receiving the requested information. The completed RFI is then posted by Procurement to the GPR for a period of time deemed desirable by Procurement.



The RFI method is not a competitive solicitation. The RFI method is an information gathering tool that can be used either to support a future solicitation or Sole Source.



Suppliers are not required to respond to an RFI and a supplier's failure to respond to an RFI will not prohibit the supplier's participation in any competitive solicitation that may result from the RFI.



How Do I Get Started?

- Develop a purpose of procurement statement
- Identify desired deliverables
- Submit a requisition to Procurement






[See Appendix for specific RFI examples.](#)

REQUEST FOR QUOTE

The Request for Quote (RFQ) process is a competitive procurement method used to solicit bids for the supply of goods or services. In the RFQ process...

- ✓ ASU department prescribes both the specifications and solution to its own needs
- ✓ the project lends itself to the creation of a clear and accurate specifications
- ✓ the objective of the bid is to identify a supplier who can provide those specifications at the lowest possible cost

RFQ EXAMPLES

				
Purchasing toilets for a new dorm.	Purchasing materials and installation for new flooring.	Purchase of printing and binding services for books.	Purchase of lab equipment.	Purchase of course development services.

RFQ PUBLIC POSTING GUIDELINES MANDATED BY GEORGIA LAW

Estimated Purchase Amount	Bid Must Remain Posted	Additional Posting Period to Consider
Up to \$24,999.99	0 days (no competitive bid required)	N/A
\$25,000.00 \$99,999.99	Minimum of three (3) business days	N/A
\$100,000 \$249,999.99	Minimum of five (5) business days	Will require a ten (10) calendar day posting period prior to contract finalization for the Notice of intent to Award announcement.
\$250,000.00 more	Minimum of fifteen (15) calendar days	Will require a ten (10) calendar day posting period prior to contract finalization for the Notice of intent to Award announcement.

Business need identified Day 1	Department submits requisition Day 5	RFQ is posted Day 10	RFQ deadline Day 13	Award Recommendation Day 14	Contract finalized and PO issued Day 19
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How Do I Get Started?

- Develop a purpose of procurement statement
- Identify Product Specifications/Performance Requirements
- Identify Supplier Qualifications
- Identify Department Requirements
- Submit a requisition

[See Appendix for specific RFQ examples.](#)

OPTIONAL - Use the Request for Quote Form to assist with RFQ Specification Development

(HINT – this is what Purchasing needs from you!)

1) Provide a scope of work.

A Scope of Work is a general narrative regarding ASU's needs so that suppliers can quickly identify the purpose of the bid.

2) Product Specifications and Performance Requirements

This is where you identify exactly what you want to buy. What size? What product number? What must it be expected to do?

3) Supplier Qualifications

Identify any relevant qualifications required to perform once awarded. Does the awarded supplier require a license? Does your department desire suppliers with a certain number of years in business or number of previous projects of similar scope?

4) Department Requirements

What does your department need related to this purchase? How many do you need? When does the delivery or installation need to occur? Who are the points of contact? What kind of funding are you using? How do you need it delivered?

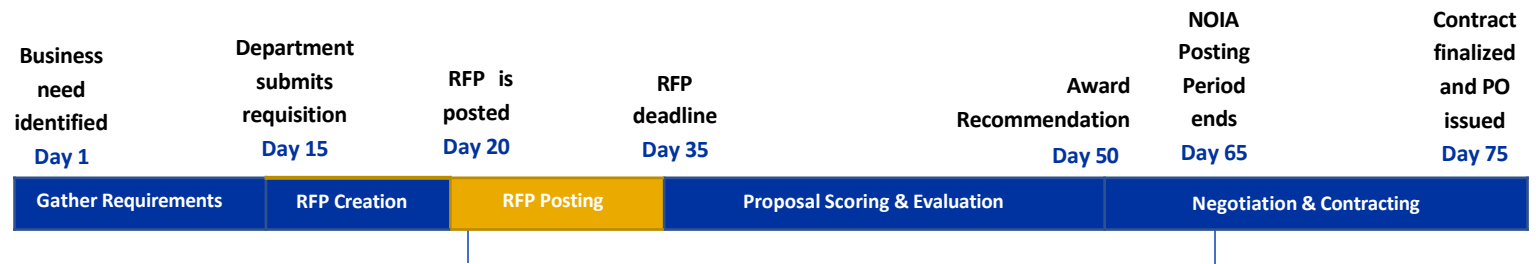
REQUEST FOR PROPOSAL

A Request for Proposals (RFP) is a formal solicitation method that seeks to leverage the creativity and knowledge of business organizations in order to provide a solution to a unique procurement. The RFP process...

- ✓ allows suppliers to propose their own comprehensive and innovative solution to ASU’s needs as described in the RFP
- ✓ Seeks to identify the "best value" for the state by using a combination of technical and cost factors to **evaluate and compare** suppliers’ proposals.
- ✓ Used to evaluate the experience of the supplier and the quality of the supplier response to either a clear and accurate statement of work **or** to identify a supplier who can offer the best possible solution to ASU’s identified needs.

RFP Public Posting Guidelines Mandated by Georgia Law

Estimated Contract Value	Bid Must Remain Posted	Additional Posting Period to Consider
Up to \$24,999.99	0 days (no competitive bid required)	N/A
\$25,000.00 - \$99,999.99	Minimum of three (3) business days	N/A
\$100,000 - \$249,999.99	Minimum of five (5) business days	Will require a ten (10) calendar day posting period prior to contract finalization for the Notice of intent to Award announcement.
\$250,000.00 more	Minimum of fifteen (15) calendar days	Will require a ten (10) calendar day posting period prior to contract finalization for the Notice of intent to Award announcement.



How Do I Get Started?

- Develop a purpose of procurement statement
- Identify Product Specifications/Performance Requirements
- Identify Supplier Qualifications
- Identify Department Requirements
- Identify Evaluation Scoring Criteria
- Assemble a Technical Evaluation Committee of 3-5
- Submit a requisition

See Appendix for specific RFP examples.

OPTIONAL Use the Request for Proposal Form to assist with RFP Development

PURPOSE AND SCOPE	
In a few sentences, what is the objective or purpose of this procurement? Please provide a brief explanation of the desired results of the vendor's proposal.	
Are you aware of any other government entity that has conducted the same or similar type of procurement?	
Have you had any discussions with suppliers regarding this procurement, or have any suppliers provided you with information to assist with this project?	
What is the overall vision for the project?	
How do you think that this project will evolve over time?	
What essential tasks is the supplier required to complete to achieve your objective for this project?	
What tasks or services would you like the supplier to provide that are not necessary to meeting your objective but are desirable enhancements to this project?	
REVIEW CRITERIA	
Will reviewing any of the following items, for each supplier, help you determine the supplier's potential for success on this project?	
Company History	
Organizational Chart	
Prior experience with similar projects	
Prior experience with government	
References from prior customers	
Resumes of key staff they plan to assign to this project	
Description of the roles and expectations for each staff assigned to this project	
Time commitments of staff assigned to this project	
Time Line	
Quality Control Procedures	
Customer Service Procedures	
Internet Capabilities	
Performance Measuring Capabilities and Procedures	
Reporting Capabilities	
Samples of previous work	

Are there any other categories or criteria that you feel will help you determine the success of a supplier as related to this project?	
Do you feel that the supplier should provide an oral presentation?	
COSTS	
What amount do you have budgeted for this project?	
How will this project be funded? Will you use federal or grant funds?	
How do you want the suppliers to propose their costs for this project? (Annual, Monthly, per Unit, etc.)	
What is more important on this project, costs or services?	
How do you plan to pay the supplier for the work that is performed? (lump sum, yearly payment, monthly payment, in advance, in arrears, etc.)	
If this is going to be a multi-year contract, how do you intend to allow for inflation increases in the remaining years of the contract? (use an inflation index, allow vendor to propose inflation rate, set a fixed rate, etc..)	
Is there anything else regarding the budget or costs for this project that need to be determined?	
EVALUATION	
Have you established an evaluation team for this project?	
Will any of the evaluation members be contractors, consultants, or non-state employees? If so, they cannot be voting members and their company is not eligible to benefit or compete for this procurement. ** Please note that State Purchasing Recommends against this if at all possible.	
TIME LINE	
On what date do you desire the vendor to begin work on this project?	
Will the supplier need preparation time between the period from notice of award to the start date of the work? If yes, how much preparation time do you anticipate?	
ADMINISTRATION	
What criteria will you use to measure supplier performance?	
What methods will you utilize to inspect the performance of the supplier?	
Will you use performance bonds, liquidated damages clauses? If so, have you considered the impact that this will have on the cost? Do you think it is worth the higher cost for this procurement?	
Is there a particular name or title you would like to have posted on the web for this procurement? ***Note: It must be no more than 46 characters.	



STILL NEED ASSISTANCE? CONTACT ASU PURCHASING

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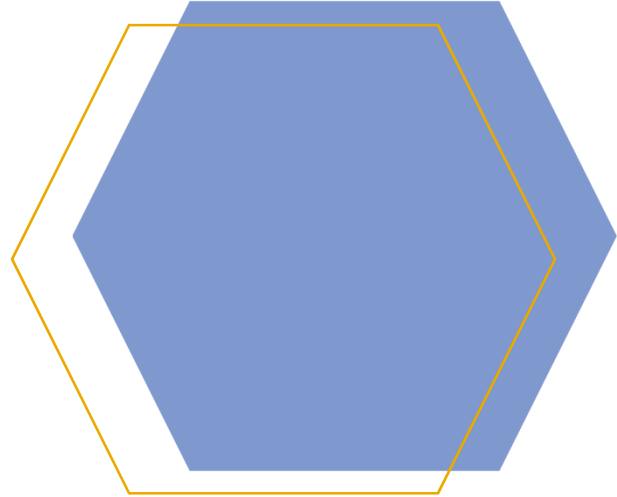


Phone:

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GLOSSARY



Additional Scored Questions	Refers to additional services or products that may be desirable but not required. A supplier is not required to meet an additional scored requirement to be eligible for contract award; however, the supplier's score may improve if the additional scored requirement can be met.
Administrative Requirements	Requirements that a bidder must comply with to be considered responsive with their bid submission.
Agency Contract	A Contract that has been created for the sole use of Albany State University.
Bid	An offer made by the supplier to compete for a contract
Business Requirements	A set of requirements specific to ASU and the department relating to products or services being purchased.
Cost Worksheet	The document the supplier will complete to identify the price of the requested goods and/or services.
Deliverables	Either a tangible or intangible thing that ASU requests a bidder submit with their response.
Design Specifications	Design specifications focus on how a product is made rather than what it does, and frequently use physical dimensions to describe the product. Design specifications tend to restrict competition and, in cases of failure, the responsibility lies with the state entity.
Georgia Procurement Manual (GPM)	The official source for all administrative rules issued by the Georgia Department of Administrative Services (DOAS) through its State Purchasing Division (SPD) to govern purchases made by certain state government entities.
Mandatory Questions	A requirement that the supplier must meet to be eligible for contract award.
Mandatory Scored Questions	Requires the supplier to meet a requirement but also to provide a response which is then graded. For example, a mandatory question may require the supplier to agree to meet a critical project deadline and also describe its plan to accomplish the necessary tasks within that timeframe.
Performance Specifications	Performance specifications are based on the expected result, or performance, of a product or service or the minimum acceptable level of performance. The technical specifications may include a description of the functional requirements of the end user. Neither the manufacturing process nor product composition is specified, but is

	left to the supplier to decide the best way to meet or exceed the requirements. This type of specification assures compliance with requirements and, in case of failure, the responsibility lies with the contractor. In addition, if specified in the solicitation, it assures inclusion of all applicable new product developments.
Pre-Bid Conference	A meeting conducted during the solicitation process where interested suppliers attend to gain project insights and ask general questions.
Procurement	Procurement is the process of locating and agreeing to terms and purchasing goods, services, or other works from an external source, often with the use of a tendering or competitive bidding process.
Public Works	Includes contracts for design, engineering, construction, alteration, modification, demolition, maintenance and repair of fixed assets, as well as consultant contracts relative to such activities.
Requisition	Within ePro a purchase request is called a requisition. ePro Requisitions must be utilized for all purchases that are not allowable under p-card.
Scope of Work	A general statement regarding the state entity's need so that suppliers may quickly identify the purpose of the solicitation.
Site Visit	Observation and inspection of a physical location from all interested bidders, to be used by the supplier as part of the supplier's performance of any contract awarded pursuant to the solicitation.
Sole Brand	Competitive solicitation which includes specifications restricting offered goods to a specific manufacturer or owner's brand.
Solicitation	An event issued by ASU Purchasing to purchase goods and materials that cannot be directly sourced.
Sourcing Event	The electronic version of an RFX that is created in the State of Georgia's electronic bidding software.
Specifications	Often refers to a set of documented requirements to be satisfied by a material, design, product, or service.
Stakeholder	An individual with a vested interest in the purchase being made.
State Entity(ies)	State entity means any office, department, division, bureau, board, commission, agency, institution, or committee within the executive branch of a state government.
Technical Evaluation Factors	The Criteria by which the Technical Requirements are scored
Technical Requirements	A set of requirements that the bidder must meet relating to the products or services being purchased.

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Appendix

Sample General Instructions and Administrative Requirements

Administrative requirements include general information the supplier may be required to disclose or certifications the supplier may be required to sign. The following list include administrative requirements included in every RFQ or RFP solicitation. (“*” denotes examples of other administrative requirements not required)

<i>Certificate of Non-Collusion</i>	<i>(O.C.G.A.) Section 50-5-67 requires suppliers to certify during the bidding process that collusive bidding (i.e., fixed bidding or other agreements between suppliers to "rig" the bidding process) has not occurred.</i>
<i>Tax Compliance</i>	<i>Prior to awarding any contract exceeding \$100,000.00, the state entity must verify through the Department of Revenue (DOR) that the selected supplier (including any of the supplier’s affiliates) is not a prohibited source as defined by (O.C.G.A.) Section 50-5-82.</i>
<i>Immigration and Security Compliance (E-Verify) – Service Contracts</i>	<i>Suppliers and state entities shall comply with the requirements of (O.C.G.A.) §13-10-90 et seq.</i>
<i>Scrutinized Company</i>	<i>Georgia law specifies that certain suppliers related to being owned or operated by the governments of Russia/Belarus (O.C.G.A. 50-5-84.1) or China (O.C.G.A. 50-5-84.2), identified as “Scrutinized Companies”, are ineligible to bid on state entity procurements.</i>
<i>Small or Minority Businesses</i>	<i>All solicitations must include statements encouraging minority business participation and statements encouraging majority businesses to subcontract with minority businesses.</i>
<i>Anti-Boycott of Israel</i>	<i>A state entity shall not enter into a contract with a company if the contract is related to construction or the provision of services, supplies, or information technology unless the contract includes a written certification that such company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.</i>
<i>Background Check Agreement *</i>	<i>Contractor shall perform security clearance background checks on its officers, agents, employees or others, including subcontractors assigned to have regular interaction with students, employees, money, sensitive/confidential data or access to the Albany State University’s premises.</i>

Request for Information

Sample RFI Schedule of Events

Each solicitation, at a minimum, will have a posting date (i.e., the date the solicitation is first publicly posted) as well as a closing date (i.e., the deadline for suppliers to submit a final response). Additional scheduled activities may include, but are not limited to, receiving and answering suppliers’ questions or conducting an offerors’ or pre-bid conference.

<i>Fast Track - Schedule of Events</i>			
<i>Event</i>	<i>Description</i>	<i>Date</i>	<i>Time</i>
<i>RFI Opens</i>	<i>date the solicitation is first publicly posted</i>	<i>1/01/2024</i>	<i>8:00 AM</i>
<i>RFI Closes</i>	<i>deadline for suppliers to submit a final response</i>	<i>1/05/2024</i>	<i>2:00 PM</i>

Appendix

<i>Standard - Schedule of Events</i>			
<i>Event</i>	<i>Description</i>	<i>Date</i>	<i>Time</i>
<i>RFI Opens</i>	<i>date the solicitation is first publicly posted</i>	<i>1/01/2024</i>	<i>8:00 AM</i>
<i>Q&A Deadline</i>	<i>Deadline for suppliers to submit questions.</i>	<i>1/04/2024</i>	<i>2:00 PM</i>
<i>RFI Closes</i>	<i>deadline for suppliers to submit a final response</i>	<i>1/11/2024</i>	<i>2:00 PM</i>

<i>Detailed - Schedule of Events</i>			
<i>Event</i>	<i>Description</i>	<i>Date</i>	<i>Time</i>
<i>RFI Opens</i>	<i>date the solicitation is first publicly posted</i>	<i>1/01/2024</i>	<i>8:00 AM</i>
<i>Offerors Conference</i>	<i>Zoom meeting to discuss RFI for all interested suppliers</i>	<i>1/03/2024</i>	<i>2:00 PM</i>
<i>Q&A Deadline</i>	<i>Deadline for suppliers to submit questions.</i>	<i>1/04/2024</i>	<i>2:00 PM</i>
<i>Samples Due</i>	<i>Deadline for suppliers to submit samples</i>	<i>1/10/2024</i>	<i>4:00 PM</i>
<i>RFI Closes</i>	<i>deadline for suppliers to submit a final response</i>	<i>1/11/2024</i>	<i>2:00 PM</i>

Sample RFI Purpose of Procurement Statement

RFIs should begin with a statement describing the general overview of the project, service, goal, or need that the State Entity is looking to learn more about.

<i>Sample Purpose of Procurement Statement – Market Research</i>
<i>In 2026, Albany State University plans to purchase a new Records Management software that will contain modules that support personnel management and scheduling. The University may want to select a solution that can be deployed in phases. We are seeking information about what solutions currently exist in the market and are interested in learning about what information you would need to scope a logical road map for this deployment.</i>

<i>Sample Purpose of Procurement Statement – Supplier Availability</i>
<i>Albany State University currently has an Avaya Communication Manager (CM8.x) implementation deployed across all campuses, which includes 5000 DIDs, 90 call center agents, TASKE call center management, OpenText voicemail and faxing. ASU is seeking a commercially available, off the shelf, Telephony cloud-based solution to replace our current telephone system. ASU hopes to identify a list of interested Suppliers capable of providing such a solution.</i>

<i>Sample Purpose of Procurement Statement – Specification Proofreading</i>
<i>This RFI is being conducted to elicit feedback from potential suppliers on the requirements, cost strategy, terms and conditions contained in this draft RFP. Feedback received will be used to refine the RFP for a formal bid process to follow shortly thereafter.</i>

<i>Sample Purpose of Procurement Statement – Budgeting</i>
<i>Albany State University is soliciting information about the feasibility and potential costs of acquiring the services of a company to develop a department wide branding and marketing revitalization to include the following high-level project milestones.</i>

Appendix

Sample Types of Information that Can be Requested with an RFI

<i>Methodology</i>	<i>Please provide feedback on ASU's intended project approach.</i>
<i>Available products</i>	<i>Please provide information about available software(s) to address these concerns.</i>
<i>Impact</i>	<i>How does our given project affect the local community?</i>
<i>Qualifications</i>	<i>Please provide information about your company's ability to provide these services.</i>
<i>Samples</i>	<i>Please provide (3) different sample socks in low, mid, and high-grade fabric, along with product specifications</i>
<i>Solution Capabilities</i>	<i>Describe the offerings in your solution that map each of the high-level capabilities (VMware equivalents) below. Where gaps exist, please note them and list any alternatives that you recommend.</i>

Request for Quote

Sample RFQ Schedule of Events

Each solicitation, at a minimum, will have a posting date (i.e., the date the solicitation is first publicly posted) as well as a closing date (i.e., the deadline for suppliers to submit a final response). Additional scheduled activities may include, but are not limited to, receiving and answering suppliers' questions or conducting an offerors' or pre-bid conference.

<i>Sample Schedule of Events for Products</i>			
<i>Event</i>	<i>Description</i>	<i>Date</i>	<i>Time</i>
<i>RFQ Opens</i>	<i>date the solicitation is first publicly posted</i>	<i>1/01/2024</i>	<i>8:00 AM</i>
<i>Pre-Bid Conference</i>	<i>Mandatory Zoom meeting to discuss RFQ for all interested suppliers</i>	<i>1/03/2024</i>	<i>2:00 PM</i>
<i>Q&A Deadline</i>	<i>Deadline for suppliers to submit questions.</i>	<i>1/04/2024</i>	<i>2:00 PM</i>
<i>Samples Due</i>	<i>Deadline for suppliers to submit samples</i>	<i>1/10/2024</i>	<i>4:00 PM</i>
<i>RFQ Closes</i>	<i>deadline for suppliers to submit a final response</i>	<i>1/11/2024</i>	<i>2:00 PM</i>

<i>Sample Schedule of Events for Services</i>			
<i>Event</i>	<i>Description</i>	<i>Date</i>	<i>Time</i>
<i>RFQ Opens</i>	<i>date the solicitation is first publicly posted</i>	<i>1/01/2024</i>	<i>8:00 AM</i>
<i>Site Visit</i>	<i>Mandatory in-person meeting to discuss view service area affected by RFQ</i>	<i>1/08/2024</i>	<i>2:00 PM</i>
<i>Q&A Deadline</i>	<i>Deadline for suppliers to submit questions.</i>	<i>1/09/2024</i>	<i>2:00 PM</i>
<i>RFQ Closes</i>	<i>deadline for suppliers to submit a final response</i>	<i>1/15/2024</i>	<i>2:00 PM</i>

Sample RFQ Purpose of Procurement

The solicitation should include a general statement regarding the state entity's need so that suppliers may quickly identify the purpose of the solicitation. The solicitation must clearly identify any minimum requirements.

<i>Sample Products Scope of Work A – Sole Brand</i>
<i>Albany State University on behalf [insert Department] is soliciting qualified bids for a Used John Deere Combine. This is a sole brand bid and substitutions will not be accepted.</i>

Appendix

Sample Products Scope of Work B – Agency Contract

Albany State University is soliciting qualified bids for a concrete supplier. This solicitation will result in the award of an Agency Contract with Albany State University.

Sample Services Scope of Work A – Printing & Mailing

Albany State University is soliciting qualified bids for printing and mailing services for the annual College of [custom] Almanac. The purpose of this solicitation is to establish an Agency Contract for the printing and mailing services.

Sample Services Scope of Work B – Public Works

Albany State University is soliciting qualified bids for all equipment, labor and materials needed to fully repaint select areas of the [insert building] (see attached Floor Plans) in two phases.

Sample Services Scope of Work C – Marketing Services

Albany State University requires an Albany-located automated outbound phone/digital marketing center to complete an estimated 24,000 engagement hours per year with integrated digital solicitations to secure pledges and donations. An experienced vendor with large public, higher education non-profit fundraising expertise will be responsible for the digital engagement center.

Sample Services Scope of Work D – Consulting Services

Albany State University is seeking consulting services for the purposes of migrating from the current Universal Analytics (UA) implementation to a solution utilizing Google Analytics 4 (GA4) for eight websites. The eight (8) containers that require the services are as follows:

Sample Supplier Qualification Requirements for RFQ

Any relevant qualifications required to perform under the resulting contract, such as previous business experience or licensure requirements.

For Products

Supplier must be located with 30 miles of the ASU Albany campus.

Supplier must have been in business for a minimum of 10 years

Supplier must be registered in GeorgiaFIRST

For Services

Supplier must be located with 30 miles of the ASU Albany campus.

Supplier must have been in business for a minimum of 10 years

Supplier must hold a valid Electrician's Certification.

Supplier must have a minimum of (3) previous projects of similar scope.

Supplier must be listed as a preferred contractor on the DOAS Painting Contractor's List

Supplier must have sufficient bonding capacity for anticipated total cost of work. Only those sureties listed in the Department of Treasury's Listing of Approved Sureties (Department Circular 570) are acceptable to the Owner.

Sample Specifications & Performance Requirements for RFQ

May include use of any of the following: performance specifications, design specifications, references to particular products for reference purposes, use of qualified products lists, and performance and service requirements. To be considered responsive, the supplier's bid must meet all of the identified specifications and requirements.

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<i>Sample Performance Specifications</i>	
<i>Delivery Dates</i>	<i>Supplier will deliver all books as specified, no later than 1/01/2089.</i>
<i>Service Expectations</i>	<i>Container repairs should be completed and container returned to service within 72 hours of commencing work.</i>
<i>Service Expectations</i>	<i>Contractor shall be responsible for the moving of furniture, etc. necessary to accomplish this work and also in placing furniture back in place once work is complete.</i>
<i>Communication</i>	<i>Contractor shall contact the ASU Project Manager at least 48 hours prior to work start.</i>
<i>Delivery Dates</i>	<i>Awarded supplier shall provide advertising research consulting services as detailed below from 3/1/2023-12/01/2023</i>
<i>Warranty Expectations</i>	<i>One (1) Year Warranty</i>
<i>Sample Design Specifications</i>	
<i>Agricultural Equipment</i>	<i>John Deere 6700 Sprayer. Must be year model 2003 or newer</i>
<i>Employee Footwear</i>	<i>All footwear under the contract must meet or exceed the ASTM F2413 and ASTM F2412 standards and be rated for electrical hazards.</i>
<i>Laser Metal Cutter</i>	<i>The awarded supplier will provide a Laser Metal Cutter with the following features:</i> <ul style="list-style-type: none"> - <i>Machine Foot print no larger than 90" x 90"</i> - <i>Fully enclosed machine cabinet with 6" Exhaust fan ventilation system</i> - <i>Pull-out material collection tray capable of holding 4ft x 4ft sheet of material</i> - <i>2kw Fiber Laser</i> - <i>220v 3 phase machine power</i> - <i>Machine mounted computer with CypCUT software included</i> - <i>2-year Warranty</i> - <i>2 days on site training/installation</i> - <i>Life time Technical Support</i>
<i>Sample Use of Brand or Trade Name – Must use **Insert link to Sole Brand Form Here**</i>	
<i>Stryker Evacuation Chairs, Qty 15 – Product Code – 6254000000 Evacuation Chair Includes the following: Product Code 7777881672 – 15 Year Warranty Product Code 6254109001 – Evac Chair Op/Maint Manual Dom Product Code 6253001167 – In-Service Video (DVD) Product Code 6254026000 – Evac Standard Components Product Code 6250031000 – Locking Rear Lift Handles Product Code 6254030000 – No Foot Rest Option</i>	
<i>Sample Use of Pre-Approved List Items</i>	
<i>Albany State University policy stipulates that campus organizations MUST use approved suppliers for merchandise fulfillment. The approved supplier list grants licensing permissions to approved suppliers to use marks owned by Albany State University.</i>	
<i>Sample Performance & Service Requirements</i>	
<i>Access</i>	<i>A Narrow 50-55 ft lift, 25 ft lift will be required to access some locations; Equipment must be provided by the contractor</i>
<i>Documentation</i>	<i>The vendor must submit current PCI DSS attestations and relevant compliance documentation associated with processing of sensitive information</i>
<i>Billing</i>	<i>The awarded supplier will submit an itemized monthly invoice to ASU Facilities during this contract. The invoice must contain each purchase made under the contract and</i>

Appendix

	<i>shall include the ASU employee's name, shoe size, manufacturer, style, and cost. Payment terms are NET 30 days from receipt of a properly submitted invoice.</i>
<i>Reporting</i>	<i>The awarded supplier will submit an itemized sales report to purchasing@asurams.edu every six months during the terms of this agency contract. The following fields must be included: Date Range of Reporting Period, Product Description, Manufacturer Catalog Number or SKU, Quantity Sold, Unit Price.</i>
<i>Previous Experience</i>	<i>Contractor must have a minimum of five (5) years' experience with microfilm and microfiche digitization. Contractor will provide a minimum of three (3) references where services of this size or larger have been completed.</i>
<i>Delivery</i>	<i>Suppliers must include all applicable shipping costs for FOB Destination Albany, GA 31707</i>
<i>ASU Requirements</i>	<i>A valid ASU parking permit is required to park on campus. Contractors are encouraged to contact Parking Services regarding parking and permits prior to submitting bids on projects. Contractors may purchase a permit, which allows them access to all lots on campus. Contractors are responsible to inform workers of campus parking requirements.</i>
<i>Delivery</i>	<i>Vendors manufacturing outside the U.S. are responsible for arranging insurance, clearing customs & DDC charges, paying applicable tariffs, and freight forwarding. Please include these costs in bid total and on final invoice.</i>
<i>Previous Experience</i>	<i>Consultant must have five years or more experience working with higher education clients focused on administering surveys.</i>

Sample RFQ Award Strategies

While the ASU Department may have a preference in which award strategy will serve their needs best, these decisions should be made in conjunction with Procurement to maximize value.

<i>Sample Pricing Structures</i>	
<i>Fixed Quantity Contract</i>	<i>Provide the unit cost for each line item: Qty (450) magazines x \$_____ each = \$_____ total</i>
<i>Volume Discount Contract</i>	<i>Provide the percent off of list price for each range of quantities: 100-300 magazines = _____% off list price 300-500 magazines = _____% off list price</i>
<i>Lump Sum Contract</i>	<i>Enter a lump sum to provide all labor and materials associated with installing the dishwasher per the bid specifications.</i>
<i>Hourly Rates</i>	<i>Based on the estimated hours provided in the specifications, provide the labor rate for routine maintenance and emergency calls. Routine Maintenance = \$_____p/h Emergency Requests/After-hours = \$_____p/h</i>
<i>Sample Award Types</i>	
<i>Single Award</i>	<i>In the single award scenario, the entire award is made to one supplier.</i>
<i>Split Award</i>	<i>In the split award scenario, the solicitation has been divided into two or more parts and each part will be awarded to the best ranked supplier for that particular part.</i>
<i>Multiple Award</i>	<i>In the multiple award scenario, the solicitation reserves the right to identify multiple sources of supply for the same desired goods and/or services.</i>

Appendix

Sample RFQ Cost Worksheets

Cost worksheet refers to the document the supplier will complete to identify the price of the requested goods and/or services and should be created by the Procurement professional. It may vary from solicitation to solicitation based on a variety of factors, including the type of contract that will be awarded.

EXHIBIT A COST WORKSHEET					
Be sure to attach this spreadsheet with bid submission					
FMD Landscaping Services 98336 Grounds and Roadside Maintenance: Mowing, Edging, Plant, Not Tree Trimming, etc.					
LOCATION	Total Acres	Cost per Acre	Total Cuts	Total Costs per Year	
Example: UGA Location XYZ	Location is 43,560 sf = 1 Acre	\$ -	16-18	\$ -	
Campus Transit – 2505 Riverbend Road					
South Milledge Greenhouse (UGArdens) – 2500 S. Milledge Avenue					
Library Repository – 2640 S. Milledge Avenue					
Thomas Textile – 955 Whitehall Road					
Central Research Stores – 385 Will Hunter Road					
Archaeology/Bio conversion – 1151 E. Whitehall Road					
Botanical gardens Bio Hazard Field – 2450 S. Milledge Avenue					
Administrative Service/Bulldog Print – 4435 Atlanta HWY					
Park and Ride – N Oconee Access Road College Station					
Chicopee – 1180 E. Broad Street					
New Married Housing – Rogers Road					
Brandon Oaks – Milledge Avenue Extension					
TOTAL				\$ TOTAL BID AMOUNT	

CATEGORY 3: DESIGN / PRE-PRESS / VARIABLE DATA SERVICES	
*Less than 5% of the contract work would involve these types of services; however, please provide hourly rates and samples of the following services.	
	Bidding Supplier's Estimate per Hour:
3.1 Data Merge / Variable Date Printing	\$ _____
3.2 Graphic Design – Logo Design	\$ _____
3.3 Graphic Design – Concept	\$ _____
3.4 Graphic Design – Web Design	\$ _____
3.5 Graphic Design – Interactive E-Mail	\$ _____
3.6 Graphic Design – File Prep Work	\$ _____
3.7 Book Type Setting	\$ _____

FEE SHEET	
Service	Fees
One-time cost of implementation fee for setup, hiring staff, etc.	
Annual fee for program design and consultation services for program operation and management, data enrichment, creative writing and graphic design, program review and reporting, etc.	
Annual cost for loading an estimated 250,000 prospects for phone and digital solicitations generating donations in FY23.	
Total Base Bid for Year 1 (please enter into line item 1 of the bid)	
<p>Note about pricing: Bids should reflect a total price and hours-equivalent rate for an estimated 24,000 solicitation hours plus the digital solution offerings. Include projected estimate for increases in hours and costs, if any, in subsequent years.</p> <p>Quote should be inclusive of all costs for data research including advanced research (wireless identification, phone and mobile information), pre-call email design, pledge acknowledgments for mail and email versions, minimum of 300 hours of stewardship/thank you calls, three-tiered fulfillment reminder package with stationery, production and delivery, general office expenses, project management and integrated digital solutions – chatbot, visual caller ID, text, video email and A-I communication.</p>	

Request for Proposal

Sample RFP Schedule of Events

Each solicitation, at a minimum, will have a posting date (i.e., the date the solicitation is first publicly posted) as well as a closing date (i.e., the deadline for suppliers to submit a final response). Additional scheduled activities may include, but are not limited to, receiving and answering suppliers' questions or conducting an offerors' or pre-bid conference.

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<i>Sample Schedule of Events - Standard</i>			
Event	Description	Date	Time
RFP Opens	Date the solicitation is first publicly posted	1/01/2024	8:00 AM
Pre-Bid Conference	Mandatory Zoom meeting to discuss RFQ for all interested suppliers	1/03/2024	2:00 PM
Q&A Deadline	Deadline for suppliers to submit questions.	1/04/2024	2:00 PM
RFP Closes	Deadline for suppliers to submit a final response	1/11/2024	2:00 PM
Technical Evaluation	Evaluation Committee evaluates technical response	1-2 weeks	
Cost Evaluation	Cost is evaluated and added to scores	3-5 days	
Negotiations (possible)	ASU reserves right to negotiate with highest scoring vendor	1-2 weeks	

<i>Sample Schedule of Events – Shortlisting</i>			
Event	Description	Date	Time
RFP Opens	date the solicitation is first publicly posted	1/01/2024	8:00 AM
Site Visit	Mandatory meeting for all interested bidders to see the site	1/03/2024	2:00 PM
Q&A Deadline	Deadline for suppliers to submit questions.	1/04/2024	2:00 PM
RFP Closes	deadline for suppliers to submit a final response	1/11/2024	2:00 PM
Technical Evaluation	Evaluation Committee evaluates technical response	1-2 weeks	
Shortlisting	Evaluation Committee shortlists select group of bidders	1/18/2024	9:00 AM
Cost Evaluation	Cost is evaluated for shortlisted bidders and added to scores	3-5 days	
Negotiations (possible)	ASU reserves right to negotiate with highest scoring vendor	1-2 weeks	

<i>Sample Schedule of Events – Interviews/Product Demonstrations</i>			
Event	Description	Date	Time
RFP Opens	date the solicitation is first publicly posted	1/01/2024	8:00 AM
Pre-Bid Conference	Mandatory Zoom meeting to discuss RFQ for all interested suppliers	1/03/2024	2:00 PM
Q&A Deadline	Deadline for suppliers to submit questions.	1/04/2024	2:00 PM
RFP Closes	deadline for suppliers to submit a final response	1/11/2024	2:00 PM
Technical Evaluation	Evaluation Committee evaluates technical response	1-2 weeks	
Shortlisting	Evaluation Committee shortlists select group of bidders	1/18/2024	9:00 AM
Product Demonstration	Shortlisted bidders demo proposal	1/21/2024	AM
Cost Evaluation	Cost is evaluated for shortlisted bidders and added to scores	3-5 days	
Negotiations (possible)	ASU reserves right to negotiate with highest scoring vendor	1-2 weeks	

Sample RFP Purpose of Procurement Statement

<i>Sample Scope of Work – Web Design</i>
<p><i>Pursuant to the State Purchasing Act (Official Code of Georgia Annotated 50-5-50 et seq.), this electronic Request for Proposals (eRFP) is being issued to establish a contract with a qualified supplier who will provide website design and helpdesk services for Albany State University (the State Entity) as further described in this eRFP.</i></p> <p><i>This eRFP is an effort to establish an agency contract with a qualified supplier that will be awarded the opportunity to create an online platform for the ASU Libraries to interact with students, faculty, and staff. ASU Libraries would like to establish an online helpdesk that allows library users to know if certain journals and subscriptions are available and in which location they can be viewed/retrieved. Offeror agrees to operate the online helpdesk / website in accordance with the highest standards and commercial practices.</i></p>

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Sample Scope of Work – Campus Bikeshare Program

Albany State University seeks to develop a user-friendly and intuitive Bike Share System through an agreement with a single Vendor. The proposed Bike Share System is to be an extension of ASU’s transportation network and offer a new mobility option for students, faculty, staff and visitors. The System is intended to complement the University’s transportation options by providing affordable access to bicycles. The System is anticipated to be available to Users 24-hours per day, 7 days per week, 365 days per year except during ASU Home Games and ASU Commencement. It is envisioned that providing this service will ease traffic and parking congestion, reduce auto use, and increase transit and walking within the System’s service area.

The University understands there are many different Bicycle methodologies for system ownership, business model and system operations. The business model shall provide for a system in which ASU pays the Vendor a fixed annual cost and the Vendor retains membership and user fees. Proposed bicycles will be finished to meet ASU’s Color Palette and incorporate branding and coloring specified by ASU. Vendor branding on the bicycles is subject to ASU approval.

Sample Scope of Work – Software Implementation

ASU desires a cloud-based energy management information system (EMIS) software platform that automates and streamlines utility bill data acquisition and campus meter data input. The EMIS will facilitate historical data analysis and reporting, fiscal year budget projection and monthly re-projection, and facility benchmarking. The EMIS will be able to export custom data tables in a format that can be imported by ASU FMD’s financial systems.

The overall vision for this project is to minimize or eliminate currently manual and tedious data input processes to free up staff time to focus on analysis and proactive utility management. Long term, ASU intends to gradually phase out manually-read campus meters in favor of “smart meters,” and the software will need to be flexible enough to make this a smooth transition.

The essential tasks that will be required of the supplier to achieve ASUs objectives are software customization, historical data import, utility provider data import connections, and training staff.

ASU has 185 total electric accounts, with 138 combined in two Georgia Power summary bills, 5 large Georgia Power accounts, and 42 paper bills from Georgia Power and various local EMC’s. ASU has 135 natural gas bills. ASU currently buys natural gas from Gas South and SCANA but may change gas marketers every few years. ASU has 360 water/sewer accounts and 60 irrigation accounts. Of these, 232 accounts are combined into a master bill.

ASU desires to implement and begin using this new EMIS in January 2023.

Sample RFP Technical Requirements and Questions

Any Supplier Qualifications, Product Specifications, Performance Requirements, and or business requirements, in collaboration with Procurement, must be translated into a series of requirements and/or graded questions.

Sample Mandatory Questions – “Deal-Breakers”

<i>Product Requirement</i>	<i>Are the units in your proposal ENERGY STAR® rated with electrical usage?</i>
<i>Certifications</i>	<i>Do you certify that the equipment will adhere to the manufacturer's standard?</i>
<i>ASU Policies</i>	<i>Do you agree to abide by Albany State University and University Housing policies while on campus and in the residence halls?</i>
<i>Licenses</i>	<i>Is vendor licensed in the state of Georgia to dispense prescription drugs?</i>
<i>Service Requirement</i>	<i>Do you agree to supply e-bikes at ASU identified locations on campus?</i>
<i>Past Projects</i>	<i>Can you supply (3) examples of similar projects you have prior experience with?</i>
<i>Product Requirement</i>	<i>Does the application have banquet event order (BEO) capabilities?</i>

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<i>Service Requirement</i>	<i>Are you available to devote at least 20+ hours/week?</i>
<i>Warranty Requirements</i>	<i>Do you offer a two (2) year warranty?</i>
<i>Vendor Qualifications</i>	<i>Does your company use a local coffee roasting facility within twenty (20) miles of the ASU campus? This ensures freshness and a local business presence. A site visit to the roaster may be required at ASU's discretion as confirmation.</i>
<i>Product Requirements</i>	<i>Are you able to incorporate the University's single-sign authentication service, to the newly migrated website?</i>
<i>PCI Compliance</i>	<i>Is your software PCI P2PE-HW compliant for card present and card-not-present transactions over a Local Area Network?</i>
<i>Contract Pricing</i>	<i>The manufacturer agrees to hold the pricing provided in Part One Cost Proposal for a minimum of one calendar year from the effective date of the contract.</i>

Sample Mandatory Scored Questions – “Graded Deal-Breakers”

<i>Company History</i>	<i>Please provide an overview of your company's history and background. Please include references for three clients/events in similar nature and/or scope to the event described in the specifications document.</i>
<i>Project Milestones</i>	<i>Provide project timeline with milestones and deliverables before Drupal 7's end-of-life on 1 November 2023 with particular attention to when the data migration phase of the project will be complete and available to Online Learning for QA.</i>
<i>Previous Projects</i>	<i>Attach an example of a media strategy you created. If you've created a media strategy for a holiday event, please include that in your example. The example should be no more than five (5) pages in length and should include at least one (1) image of creative execution.</i>
<i>Service Requirements</i>	<i>Provide a staffing plan and address how shifts will be scheduled based on the current operating hours listed for each location. Note that the University requires one (1) person to arrive 30 minutes prior to opening of the coffee shop to prep the area.</i>
<i>Product Requirements</i>	<i>Please provide a detailed Statement of Work that shows how the system meets the following technical criteria: (A) System is designed specifically for radio automation; (B) System is able to operate on standard computer hardware that is widely available; (C) System runs on current generation Windows and Linux platforms; (D) System has Demonstrated patch management and ability to provide software and system updates; (E) System utilizes authentication and access control methods; (F) System is capable of scaling as operations grow; (G) System includes backup and disaster recovery solutions. Also, please include a list of networking protocols used is made available to ensure compatibility with ASU network standards.</i>
<i>Service Expectations</i>	<i>Provide details into the training that will be offered.</i>
<i>Reporting</i>	<i>ASU seeks to provide utility usage and cost data to campus customers (e.g. Dining Services, University Housing, Athletics, etc.). Describe the ways in which the proposed EMIS can provide access to and visualize data for specific users and user groups, as well as deliver custom usage and cost reports.</i>
<i>Samples</i>	<i>Please attach a rendering of your proposed bicycle that represents ASU's minimum specifications. Show at a minimum the front and side views. Please label this attachment as Bike Concept Rendering.</i>
<i>Project Team</i>	<i>Provide an overview of team members' roles, expertise, and qualifications, include information about any outsourcing.</i>
<i>Change Management</i>	<i>Describe your approach and overall strategy for the change management process, considering the number of different stakeholder groups involved, and the mix of functional, technical, and vendor personnel provided project team members.</i>
<i>On-Going Service requirements</i>	<i>Describe the available warranty/maintenance plans for hardware. Provide a description of the recommended plan for maintenance of the proposed system. Do NOT provide costs in</i>

Appendix

	<i>your response to this technical element. Costs should only be provided in the Cost Proposal section.</i>
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<i>Sample Additional Scored Questions – “Bonus Points”</i>	
<i>Additional Features</i>	<i>What diagnostic functions are available for your proposed software and camera systems?</i>
<i>Additional Qualifications</i>	<i>What additional qualifications does your company possess either as certifications or licenses that better position your company for this project?</i>
<i>Space for Innovation</i>	<i>Do you have any creative and innovative proposals for engaging our audience through web design that would allow us to stand out among our peers? (Peers, in this context, being Universities or working journalists in the industry) You may attach text responses and/or examples.</i>

Sample RFP Evaluation Criteria

The proposals of all responsible suppliers are first evaluated on a pass/fail basis to determine each supplier’s compliance with administrative and mandatory requirements. Next, of the proposals that pass, they are then scored to determine the relative technical value of each proposal. Each technical score will then be combined with a cost score assigned to the supplier’s Cost Worksheet to determine the supplier’s overall score or value. Award is generally made to the supplier with the best overall score or value.

<i>Sample Evaluation Criteria - Standard</i>	
<i>Mandatory Questions</i>	<i>Pass/Fail</i>
<i>Points Allocated for Technical Evaluations</i>	<i>700</i>
<i>Mandatory Scored Questions</i>	<i>500</i>
<i>Question 1</i>	<i>300</i>
<i>Question 2</i>	<i>200</i>
<i>Additional Scored Questions</i>	<i>200</i>
<i>Question 1</i>	<i>100</i>
<i>Question 2</i>	<i>100</i>
<i>Points Allocated for Cost Evaluations</i>	<i>300</i>
<i>otal RFP Points</i>	<i>1000</i>

<i>Sample Evaluation Criteria - Demonstrations</i>	
<i>Mandatory Questions</i>	<i>Pass/Fail</i>
<i>Points Allocated for Technical Evaluations</i>	<i>600</i>
<i>Mandatory Scored Questions</i>	<i>400</i>
<i>Question 1</i>	<i>50</i>
<i>Question 2</i>	<i>150</i>
<i>Question 3</i>	<i>100</i>
<i>Scored Demonstration</i>	<i>100</i>
<i>Points Allocated for Cost Evaluations</i>	<i>400</i>
<i>Total RFP Points</i>	<i>1000</i>

Sample RFP Award Strategies

While the ASU Department may have a preference in which award strategy will serve their needs best, these decisions should be made in conjunction with Procurement to maximize value.

Appendix

<i>Sample Pricing Structures</i>	
<i>Fixed Quantity Contract</i>	<i>Provide the unit cost for each line item: Qty (450) magazines x \$_____ each = \$_____ total</i>
<i>Volume Discount Contract</i>	<i>Provide the percent off of list price for each range of quantities: 100-300 magazines = _____% off list price 300-500 magazines = _____% off list price</i>
<i>Lump Sum Contract</i>	<i>Enter a lump sum to provide all labor and materials associated with installing the dishwasher per the bid specifications.</i>
<i>Hourly Rates</i>	<i>Based on the estimated hours provided in the specifications, provide the labor rate for routine maintenance and emergency calls. Routine Maintenance = \$_____p/h Emergency Requests/After-hours = \$_____p/h</i>
<i>Sample Award Types</i>	
<i>Single Award</i>	<i>In the single award scenario, the entire award is made to one supplier.</i>
<i>Split Award</i>	<i>In the split award scenario, the solicitation has been divided into two or more parts and each part will be awarded to the best ranked supplier for that particular part.</i>
<i>Multiple Award</i>	<i>In the multiple award scenario, the solicitation reserves the right to identify multiple sources of supply for the same desired goods and/or services.</i>
<i>Single Award</i>	<i>In the single award scenario, the entire award is made to one supplier.</i>
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<i>Multiple Award</i>	<i>In the multiple award scenario, the solicitation reserves the right to identify multiple sources of supply for the same desired goods and/or services.</i>

Sample RFP Cost Worksheet

Cost worksheet refers to the document the supplier will complete to identify the price of the requested goods and/or services and should be created by the Procurement professional. It may vary from solicitation to solicitation based on a variety of factors, including the type of contract that will be awarded.

Cost		
Services:		
Delivery		
Install		
Configuration		
Training		
Products:		
Cameras (to include microphones, setup supplies, etc.)		
Software		
Additional Supplies		
Total:		\$ -
The above charts must reflect the cost of each section listed. In a separate attachment/quote provide an explanation of the breakdown of costs where applicable. The quote should include the number of employees for training services.		

<i>*Please complete the following fields for the RFP as instructed. Term is the estimated time for completion of that phase, fee is the cost per phase. You can enter any pertinent details on scope and deliverables that are part of each project phase in the Notes section along with any details on requested payment schedule. Note, your project phases may differ from those in the example submission. Total Project cost is your bid price for this RFP.</i>			
Example Submission below			
Project Phase	Term	Fees	Notes
Research & Analysis	1 month	\$ 1.00	Review existing site, meet with stakeholders. Payment due prior to beginning Design & Development phase
Data Migration	1 month	\$ 1.00	
Design & Development	1 month	\$ 1.00	Visual design, site design
Implementation & Launch	1 month	\$ 1.00	Initial build, QA testing, bug fixing, final launch
Total Project Cost	4 months	\$ 4.00	
Your Proposal below			
Project Phase	Term	Fees	Notes
Total Project Cost			

Appendix

COST PROPOSAL

- With consideration to the statistics, data and deliverables shared throughout the RFP, please provide a detailed pricing breakdown for the proposed energy management information system (EMIS). Use notes below the table to provide detailed explanations of each line item. Additionally, if you offer tiered pricing, please reflect it in the "Tier Pricing Area" below.

Five-Year Cost of Ownership					
EMIS	Year 1	Year 2	Year 3	Year 4	Year 5
Subscription (Hosted offering)					
Implementation Services					
Travel and per Diem Costs					
Historical Data Import Costs					
Annual Utility Bill Data Acquisition Costs					
Annual Interval Meter Data Acquisition Costs					
Training Costs					
Software Maintenance & Support					
Software Updates/Upgrades					
Documentation (User Guides, System Admin Manual, Release Notes, etc.)					
Other including, but not limited to 3 rd party add on costs such as software, plug ins, etc. that are not included in any of the above areas. (Please Explain any costs shown in this section in the Note Area below.)					
Total Annual Cost					
Total Five-Year Cost of Ownership					

NOTE AREA:

DISCOUNT PRICING AREA: (include the discount pricing criteria, for example: non-cancelable multi-year agreements, multiple years paid in full, etc. and be specific as to what area or areas above are impacted, such as subscription, maintenance and support, etc.)

- TIER PRICING AREA:** (include the tier criteria, for example: number of accounts, number of buildings, etc. and be specific as to what area or areas above are impacted, such as subscription, maintenance and support, etc.). If you are offering an enterprise wide solution, and tier pricing is not applicable, please enter "NOT APPLICABLE" in this area.

Attachment E

Cost Proposal Worksheet

Vendor shall provide pricing for the system which adheres to the eRFP and all mandatory elements indicated in the Mandatory and Mandatory Scored questions. Furthermore, the vendor's pricing shall incorporate the program proposed in the vendors finally accepted technical proposal in the event that the University and the vendor engage in negotiations during the award process. The supplier deemed to have the most competitive cost response overall, as determined by the state entity, will receive the maximum score for the cost criteria.

When preparing your cost proposal please consider the following:

- The initial bike share system shall consist of 150 electric pedal assist bicycles to be distributed among up to 21 UGA-supplied and installed bike share stations.
- The University intends to host the bike share system for a minimum of three years.
- The University does not intend to enter into a contract with more than one bike share vendor at a time or allow operation of more than one bike sharing system on campus.
- Subscription Usage Data from previous contract holder as of October 2020:

Student Subscriptions:

Annual Student Active: 18
Monthly Student Active: 515

Standard Plans:

Annual Active: 17
Monthly Active: 444
Monthly Inactive: 17

1. Turnkey Solution

Please provide pricing for a full turnkey solution that includes use of Bicycle stations (if required), planning and research, insurance (against theft, loss, and damage), maintenance, technology, and marketing. Please indicate both the fixed annual cost to the University (if applicable) and the individual pricing plans for end users. A sample table is below:

Fixed Annual Cost (if applicable) to the University: \$			
Subscription Offering 1	Subscription Offering 2	Subscription Offering 3	Subscription Offering 4
Cost to End User	Cost to End User	Cost to End User	Cost to End User

2. Other considerations (cost offsets and other financial or non-financial considerations to be provided to the University)

- To provide the most affordable program to our end users, the University is interested in subsidizing the program to lower the cost of the various subscription offerings. This additional revenue stream would be available to invoice against monthly or annually. Please indicate pricing for multiple scenarios. A sample table is below.