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| **REQUEST FOR PROPOSALS****DEADLINE (Date & Time):****Nov. 26, 2024 at 4:00 p.m.****Project Title:** |
|  Issue Date: November 4, 2024A close-up of a logo  Description automatically generated |

6823 St. Charles Avenue

New Orleans, LA 70118

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| RFP COORDINATOR: | **Name:****Phone:****Email:**  |
| BUILDING ACCESS CONTACT:  | **Name:****Phone:****Email:** |
| QUESTION SUBMITTAL DEADLINE: | **Date & Time:**Please submit all inquiries to {Email} by this deadline. |
| PRE-PROPOSAL CONFERENCE (optional): | **Date & Time:****Zoom/Teams link, if applicable** |
| SUBMITTAL DEADLINE: | **Date & Time:**All proposals should be submitted electronically to {Email} by this deadline. |
| RFP AWARD DATE (optional): | **Date** |
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* 1. **THE UNIVERSITY’S RESERVATION OF RIGHTS**

The University reserves the right to:

* 1. **Right to Reject, Waive, or Terminate the RFP.** Reject any or all submissions, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the University to be in its best interests.
	2. **Right to Not Award.** Not to award a contract pursuant to this RFP.
	3. **Exception to Lowest Cost Award.** Tulane reserves the right to award contracts not based on price alone but based on the proposal that best meets Tulane’s requirements.
	4. **Right to Award in Part.** Tulane reserves the right to award in whole or in part as a result of this RFP.
	5. **Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience.
	6. **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFP.
	7. **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal after RFP opening.
	8. **Right to Negotiate.** Negotiate with the apparent, low proposer.
	9. **Right to Reject Any RFP.** Reject and not consider any RFP that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
	10. **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
	11. **Right to Prohibit.** At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any RFP submitted that does not conform to any of the requirements detailed herein.
	12. **Right to Reject – Obtaining Competitive Solicitation Documents.** Tulane’s Procurement Staff are the only official and appropriate means to obtain the RFP documents (and any other information pertaining to this RFP such as addenda).
	13. **Right to Reject- Unqualified Vendor**. Tulane reserves the right to reject any RFP if the evidence given by, or investigation of, such Vendor fails to satisfy Tulane that said Vendor is properly qualified to carry out the obligations of the contract.
	14. **Verbal Communication.** Verbal communication before or while RFP is under review shall have no force or affect whatsoever toward this RFP as written, or the entire agreement. All parties represent that no promises, representations, or inducements have been made with respect to the subject matter of the RFP nor a contract, except as specifically set forth herein. The RFP or final contract, agreement, or order, can only be changed, altered, modified or amended by written agreement from both parties.

**2.0 PROJECT OVERVIEW**

*The project overview section gives a general introduction to the project. It outlines the project’s primary objectives and the problem it aims to solve. This section helps vendors understand the project’s broad context and its overall significance to Tulane.*

**3.0 BACKGROUND**

*The background tells some history of the organization/department and any details that the proposer would need to see how Tulane reached this point of needing the desired services. This section could include details such as the size/square footage, location, number of end users, existing configuration, and other supporting details related to this project.*

Tulane University, a private institution founded in 1834 in New Orleans, Louisiana, is one of the most respected educational and research institutions in the country. Tulane is a member of the prestigious Association of American Universities and is ranked by the Carnegie Foundation for the Advancement of Teaching as a university with “very high research activity.” Detailed information and facts about Tulane University are available at the following sites:

* + - * <https://tulane.edu/about>
* <https://acctoff.tulane.edu/>

The purpose of this project is to….

**4.0 SCOPE OF WORK**

*The scope of work defines the project’s specific tasks and deliverables. It details the work, including timelines, milestones, and responsibilities. Precise specifications in this section ensure vendors understand their roles and what is expected from them. Detailed project descriptions are essential. Detailed descriptions enable vendors to provide accurate and comprehensive proposals. You can disclose the budget for the project. This helps ensure that proposers narrow their focus, make realistic offers, and saves administrative hours for Tulane and the proposer to only attract vendors who can work within the parameters of the budget.*

**5.0 PROPOSAL REQUIREMENTS**

*Proposal requirements outline what vendors should include in their submissions. They specify documentation, format guidelines, deadlines, any mandatory data points, pre-proposal conference information, if offered, oral/visual presentation options, and how to submit their proposals. This section ensures consistency across proposals, making it easier to compare and evaluate responses.*

**Executive Summary**

Include an executive summary which briefly and concisely conveys what you see as the most important components of the proposal, the factors of differentiation, and the critical points that we should consider in our evaluation. Please explain how your strategic direction will benefit us from an immediate and long-term perspective.

**Transmittal Letter**

Provide a transmittal letter which contains the identity of the individual (s) authorized to commit your company to a contract and the identity of the individuals(s) who can be contacted regarding proposal content. The transmittal letter should contain a statement that the proposal meets the specifications of each section and subsection of the RFP. **An officer of the vendor must sign the letter.**

**Rejection Of Proposals**

We reserve the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified vendors at the same time, if such action is in our best interest.

This RFP is not an offer to contract. Acceptance of a proposal neither commits us to award a contract to any vendor, even if all requirements stated in this RFP are met, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than the lowest price.

Failure to answer any question in this RFP may subject the proposal to disqualification. Failure to meet a qualification or requirement will not necessarily subject a proposal to disqualification.

**Vendor Oral Presentations**

We will schedule oral presentations for all vendors to be conducted following the submission of RFP responses. Please note that the oral presentations, along with the corresponding question and answer sessions, will be a critical component of the overall vendor evaluation.

If there are inconsistencies between the written proposal and the oral proposal, the written proposal will supersede and be used for evaluation purposes.

**Presentation Slides**

Vendors are required to submit a copy of their oral presentation three (3) business days in advance of their scheduled oral presentation.

**Presentation Format**

Presentations should be structured to correspond with the written proposal. This will ensure that the information presented can be easily related to the information provided in the written proposal.

Oral presentations will not exceed four (4) hours, not including breaks. You will be notified of your scheduled date, time, and location for your presentation. Presentations will be held as soon as practical after the written proposals have been received and initial evaluations completed. Oral presentations are required to be specific and should focus on addressing the preliminary evaluation criteria identified below. If there is an inconsistency between the oral presentation and the slide handouts, the information in the slide handouts will be used for evaluation purposes.

Key team members must attend the oral presentation and be prepared to speak about their experience and perceived value to this initiative.

1. **EVAUATION CRITERIA**

*The evaluation criteria explain how the proposals will be assessed and detail the specific metrics or qualifications the selection committee will use. Typical criteria include but are not limited to experience, cost, technical capabilities, and past performance. Each category should be weighed based on what’s most important for the project up to the total percentage/points. Clear criteria guide vendors on what aspects to emphasize and help ensure objective evaluation.*

You will be evaluated based on both the written and oral proposals. However, we may use information other than what is provided by you in your evaluation.

**Sample Evaluation Criteria:**

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| **EVAULATION CRITERIA** |
| ***Technical Factors:*** | ***Requested Information to Respondents:*** |
| **ORGANIZATIONAL CAPACITY AND EXPERIENCE (XX%)**Based upon the respondent’s overall capacity and experience that is relevant to the work in this RFP, and demonstrated ability to provide successful program management, technical and data expertise, partnership management, and fundraising efforts during the term of the contract. Tulane understands that an organization might need to hire for additional capacity and may give full credit to responses that present a thoughtful, realistic plan about how additional resources and expertise will be hired or developed. | Five questions about the proposer’s capacity and experience in relevant topic areas. Overall category percentage can be broken down into smaller percentages for each question within that category. |
| **METHOD OF APPROACH (XX%)**Referring to the soundness of the proposer’s planned approach to the project, including ability to address current and future challenges,planned approach to working in partnership with Tulane, evidence of organizational buy-in, and proposed staffing approach. | Four questions about the proposer’s approach, ability to tackle challenges outlined in the RFP, and plan to work collaboratively with Tulane. Overall category percentage can be broken down into smaller percentages for each question within that category. |
| **EQUITY AND ECONOMIC MOBILITY APPROACH (XX%)**Based upon the respondent’s understanding and planned approach to address equity and economic mobility in program design, execution and administration. | Three questions assessing theproposer’s ability to consider equity in their efforts and understand the needs of the target population. Overall category percentage can be broken down into smaller percentages for each question within that category |
| **BUDGET AND RESOURCE ALLOCATION (XX%)**Referring to the respondent’s cost and planned approach to allocate Tulane’s financial resources and ability to supplement those resources with in- kind or outside support. Tulane reserves the right to negotiate a final project price and scope in accordance with Tulane’s budget allocation and internal policies. | Proposers complete a cost proposal outlining their plan to allocate financial resources and supplement with outside or in-kind support. **\*The recommendation is to request that cost proposals be submitted separately so that Tulane can easily exclude cost from review by the evaluators before evaluating the other factors.** |

1. **TERMS AND CONDITIONS**

*RFPs must include critical legal and financial conditions. Legal conditions might cover confidentiality agreements, intellectual property rights, grant requirements, and dispute resolution. Economic conditions should address budget constraints, payment schedules, net payment and contract terms. Including these elements ensures compliance and secures the project’s financial and legal integrity.*

*You can use payment and contract structure to minimize risk and incentivize performance. Examples include withholding payment until key deliverables are completed, collecting performance metrics throughout the project, structuring the payments (lump sum upon completion, paying for time and materials, or paying by performance outcomes). The pricing structure should be determined upfront so vendors know how to submit their cost proposals.*

Terms other than those indicated below will be subject to Tulane’s approval. If other terms are offered, they must be clearly indicated on the RFP. Tulane qualifies for state contract and GSA pricing agreements. This fact should be considered when pricing product.

The following conditions are a part of this Project, and compliance with them will be considered as part of your agreement:

**Intellectual Property**

This RFP and all its associated materials are the intellectual property of Tulane. The materials contained within may only be used to respond to this RFP. The use of the RFP and its associated materials is prohibited for use for any other purpose unless expressly authorized by Tulane in writing.

Neither the exchange of information nor the disclosure of Confidential or Proprietary Information or other information by Tulane or the Vendor shall be construed as granting the other party a license either (expressly, by implication, estoppel or otherwise) or in any invention, patent, or patent application, copyright of other intellectual property right now or hereafter controlled by the disclosing party.

**Confidentiality**

The information contained in and attached to this RFP or otherwise accumulated through other written or verbal communication during this RFP process, is confidential. You may not use, disclose, or duplicate this RFP for any purpose other than preparing a response as requested in this document without obtaining our prior written consent. You shall keep our data confidential and prevent its disclosure to any other party. You shall restrict the disclosure of this RFP and our data to those of your employees who have a “need to know” only for the purposes of preparing your RFP response.

You will not issue any public statements or otherwise disclose any information concerning this RFP, the process, or your participation in the process without prior written approval of Tulane.

By responding to this RFP, you acknowledge that we may share information received in response to this RFP within our business and with our consultants, contractors, and agents, including our business, legal, and tax advisors, in order to assist us in our acquisition of services to be performed under this RFP.

* 1. **REGULATORY CONDITIONS**
		1. Vendor will keep abreast of and will provide all permits and comply with all applicable laws, ordinance, rules, regulations, and orders of the state and federal government, or public bodies having jurisdiction affecting this RFP.
		2. Vendor will provide all necessary safeguards for safety and protection, as set forth by the United States Department of Labor, Occupational Safety and Health Administration to include, but not limited to Executive Order 11246 regarding Equal Opportunity Employment, Section 503 of the Rehabilitation Act of 1973.
		3. Other regulatory requirements….
	2. **LEGAL CONDITIONS**
		1. All legal actions will be conducted within the State of Louisiana.
		2. In any case where the Vendor has failed to deliver or has delivered nonconforming goods or services, Tulane will provide a cure notice. If the Vendor fails to resolve the issue raised in the cure notice, Tulane will procure goods or services and substitution from another source and charge the difference between the contracted price and the market price to the defaulting Vendor.
		3. Every person who is a party to this agreement is hereby notified and agrees Tulane is immune from liability and suit for or from Vendor's activities involving third parties and arising from this contract.
		4. The Vendor agrees to jointly and severally indemnify and hold Tulane, its successors and assigns harmless from and against all liability, loss, damage or expense, including reasonable attorney's fees which Tulane may incur or sustain by reason of the failure of the selected Vendor to fully perform and comply with the terms and obligations of a resulting agreement.
		5. If the execution of work to be performed by you requires the utilization of subcontractors, you must clearly state this in your proposal. Subcontractors must be identified and the work they will perform must be defined. We will not refuse a proposal based upon the use of subcontractors; however, we retain the right to refuse the subcontractors you have selected.

You shall remain solely responsible for the performance of all work, including work that you subcontract. If your plan calls for the utilization of subcontractors to meet some of the services to be performed, please describe your rationale for utilizing these subcontractors and include relevant experience partnering with the identified subcontractor(s). Successful Vendor will be responsible for performance of any subcontractor or secondary supplier that the successful Vendor may engage for the completion of any contract with Tulane. Successful Vendors will be responsible for payment to all subcontractors or secondary suppliers.

* + 1. Whenever a Vendor’s place of business, mode of delivery or source of supply is disrupted by strike, or act of God, or any other disruption, it will be the responsibility of the Manufacturer/Vendor to promptly advise Tulane's Department of Materials Management. Tulane may elect to cancel all orders on file with the Vendor and place the order with another Vendor.
		2. If the Vendor should be adjudged bankrupt, or if he should make general assignment for the benefit of his creditors, or if he should refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if he should fail to mail prompt payment to sub-Vendors for material or labor, or persistently disregard laws, ordinances, or the instructions of the University, or otherwise be guilty of a substantial violation of any provisions contained herein, then the University may without prejudice to any other right or remedy and after giving the Vendor, and his surety, if any, seven (7) days written notice, terminate the employment of the Vendor and take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method it may deem expedient. The Vendor will not be entitled to receive further payment until the work is finished.
		3. The Vendor, at its own expense, will defend any suit which may be brought against Tulane to the extent that it is based on a claim that the system furnished hereunder infringes a United States patent, and in any such suit which is attributable to such claim and full right and opportunity it conduct the defense thereof, together with full information and all reasonable cooperation, and upon further condition that the claim infringement does not result from the combinations of the system furnished hereunder with other systems, apparatus, or devices not furnished hereunder. No cost or expenses will be incurred for the account of the Vendor without its written consent. If principles of governmental or public law are involved, Tulane may participate in the defense of any such action.
		4. If in the Vendor's opinion, product furnished hereunder is likely to or does become the subject of a claim of infringement of a United States patent, then without diminishing the Vendor's obligation to satisfy final work, the Vendor may, at its options and expense (1) obtain the right for Tulane to continue the use of such item, and (2) substitute for the alleged infringing product other equally suitable product satisfactory to Tulane. The foregoing states the entire liability of the Vendor with respect to the infringement of patents by the system furnished hereunder or any party thereof.
		5. Any contract resulting from this RFP may not be assigned or transferred by either party without the written consent of the other party.
		6. Other legal conditions… (i.e. federal requirements, confidentiality agreements, etc.)
	1. **WARRANTY**

Please include any required guarantee period for the work.

* 1. **PAYMENT**
		1. Tulane University is exempt from all State, parochial, and municipal taxation pursuant to Act No. 43 of the Louisiana Legislature of 1884.
		2. The Vendor will invoice for all materials, labor, delivery, and/or installation after completion of delivery and acceptance by the University. Acceptance will not be unduly withheld. Ten percent (10%) of the total purchase and/or installation price will be withheld pending successful completion of the acceptable installation as outlined in RFP. Payment will be made on a net 30 day basis after receipt of a proper invoice following installation completion. No interest mark-up will be allowed for past-due amounts. There will be no exceptions to this requirement.
		3. Payment in the amount of the U.S. dollars will not fluctuate with any variation of the exchange rate on any foreign made product.
	2. **INSURANCE (Please confirm w/ Risk Management; based on type of project)**
		1. A Certificate of Insurance of Workmen's Compensation will be provided prior to installation. Prior to start of work and not over seven (7) days after an award of a contract and for the duration of the Project the following insurance coverage will be maintained by the Vendor/Installer and any sub-Vendors working on the Project:
1. Statutory Worker's Compensation and Employer's Liability Insurance.
2. Comprehensive general liability with minimum Bodily Injury and Personal Injury Liability limits not less than $1,000,000 for each accident and not less than $1,000,000.
3. Comprehensive Automobile insurance for all vehicles with minimum limits for Bodily Injury Liability of not less than $1,000,000 for each accident and Property Damage limits of not less than $500,000.
4. The required insurance must be written by a company licensed to do business in the locale of the University. The University will be an Additional Named Insured, as its interest may appear. A certificate of insurance evidencing this action must be provided prior to start of work. A copy of the policy itself will be provided if requested by the University. Cancellation or reduction in coverage or any restrictions or limitations on the coverage will not be permitted.
	1. **CONTRACT TERM**

Please specify how long the University intends to the contract with the awarded proposer.

*Tulane intends to enter into a \_\_\_\_\_\_ year agreement with the option to extend for \_\_\_\_\_\_\_ additional \_\_\_\_\_\_\_-year periods.*

**8.0 PROJECT SCHEDULE**

 *Please include the proposed schedule and/or completion date here or as an appendix to the RFP.*

**9.0 RFP REQUIREMENTS**

 The following conditions are a part of this Project, and compliance with them will be considered part of your RFP:

* 1. **RFP SUBMITTALS**
		1. By submitting a RFP, it is expected that each Vendor has read and completely understands the RFP documents and the RFP is therefore based upon the materials and equipment described in the RFP documents.
		2. Lack of a written exception will indicate acceptance of the specific term, condition and/or specification. The Vendor will promptly notify Tulane of any ambiguity, inconsistency or error that may be discovered upon examination of the RFP document.
		3. Proposals submitted early will be modified or withdrawn only by written notice to Tulane. Such notice will be received by Tulane prior to the designated date and time for receipt of proposals. Proposals may be modified or withdrawn any time prior to scheduled closing time for receipt of proposals. Withdrawn proposals may be resubmitted up to the time designated for receipt of proposals provided they are then fully in conformance with these general terms and conditions.
		4. RFP is firm and irrevocable for one hundred and eighty (180) days after the RFP submittal date.
		5. Proposals received after the time specified for the receipt of all proposals will not be considered.
		6. The contents of the RFP and any clarification thereto submitted by the successful Vendor will become part of the contractual obligation incorporated by reference into the ensuing contract.
		7. Tulane is seeking proposals that meet its requirements as outlined in the RFP. If more than one method of meeting these requirements is proposed, each should be labeled “Primary”, “Secondary”, etc., submitted separately, and each will be evaluated in the specific priorities.
		8. The legally authorized representative of the Vendor will sign the RFP. No responsibility will be attached to any person for premature opening of a RFP not properly identified. All proposals become the property of Tulane and will not be returned to the offeror.
		9. Tulane reserves the right to accept or reject any or all proposals and to waive any informalities in technical or price proposals if such waiver does not substantially change the offer or provide a competitive advantage to any Vendor.
		10. Tulane reserves the right to negotiate, prior to award, any contract in whole or in part which may result from this RFP.
		11. All proposals must be made in ink, or typewritten, and amounts will be in figures. All pricing must be submitted separately in its own file or envelope. All proposals will be in U.S. dollars and payment will be made in U.S. dollars in the amount of the RFP. Payment in the amount of the U.S. dollars will not fluctuate with any variation of the exchange rate on any foreign made product.
		12. Failure to complete or provide information requested, including detailed performance and operating specifications, literature, and/or additional information as indicated, may result in disqualification by reason of non-responsiveness.
		13. Terms other than those indicated in Tulane’s Terms & Conditions will be subject to Tulane’s approval. If other terms are offered, they must he clearly indicated on the RFP.
	2. **PRICING/COSTS**
		1. All costs associated with the purchase of the product RFP must be explicit in the Vendor’s response. Any costs incurred by the successful Vendor in the completion of any award issued on the basis of this RFP, but not explicitly stated in the Vendor’s response, will not be payable by Tulane.
		2. All additional charges, including but not limited to shipping, installation, insurance, travel, or other costs must be fully itemized and included within the RFP. Charges not specified in the RFP will not be honored unless agreed to in writing by Tulane.
		3. Pricing must be all-inclusive and submitted as follows:

***Please specify how you would like the vendor to submit their costs (i.e. lump sum, hourly rates times 1000 estimated hours, lump sum services plus travel, price per project milestone, etc.) Providing a cost template makes it easier to compare costs against each other so that you can score costs appropriately.***

**You can provide the cost template here or refer to it in the Appendix.**

* 1. **RFP MODIFICATIONS**
		1. Under some conditions, facsimile modifications, which are dated and signed by the proper authority, may be acceptable, although not preferred. Written justification explaining mitigating circumstances must accompany such modifications.
		2. The Vendor will clearly state, in the RFP, any exceptions to or deviations from these specifications. Otherwise, the Vendor will be held responsible for compliance with all specifications listed in the RFP. Exceptions or deviations from specifications must be within this RFP to facilitate this requirement. Failure to take specific exception will result in the original terms, conditions and/or specifications taking precedence.
		3. Tulane’s Procurement Staff will be the sole judge as to whether modifications are acceptable on a case-by-case basis. No oral, telephonic or other verbal modifications of proposals will be considered.
		4. The specifications outlined herein are the basis of this RFP and will be used to determine equality of product offered. Product in the opinion of Tulane, equal to or better than the performance and quality specified will be considered.
		5. If a RFP is sent by mail, Vendor should make allowance for the time needed for such transmission. RFP submissions can be sent via mail to: Mailing Address or email to: Email Address.
		6. All erasures or corrections will be initialed by the person(s) signing the RFP.
	2. **RFP ADDENDA**
		1. Any and all interpretations, corrections, revisions and amendments will be issued by Tulane’s Representative or Tulane’s Department of Materials Management to all holders of RFP documents in the form of written addenda. Such addenda will be sent via facsimile to be received at least 24 hours prior to the time set for receipt of proposals. All addenda so issued will become part of the Project documents and will be acknowledged in the RFP form.
		2. Vendors are cautioned to restrain from including in their RFP any substitutions which are not confirmed by the RFP, written addenda, or substitution approved by Tulane’s representative.
1. **FORMATION OF AGREEMENT & SELECTION CRITERIA**
	1. Tulane reserves the right to award contracts not based on price alone but on the basis of the RFP or proposals that best meets Tulane’s requirements. At its option Tulane may take special actions in order to form an agreement between Tulane and the selected Vendor as listed in items 6.1.1 – 6.1.4 below.
		1. Tulane may accept a RFP as written by issuing a written “Notice of Award” to the selected Vendor or Vendors that refers to this RFP and accepts the RFP as submitted. This “Notice of Award” will be in the form of Tulane’s purchase order.
		2. Tulane may use the alternative described in item 6.1.4 below. Vendor will include in its RFP all requirements, terms and conditions, and will not assume that an opportunity will exist to add such matters later. Where Vendor’s terms and conditions differ from those contained in this RFP, this document will take full precedence unless exception is taken.
		3. Tulane may enter into negotiations with one or more Vendors in an effort to reach a mutually satisfactory agreement that will be executed by both parties and will be based on this RFP, the RFP submitted by the selected Vendor and the negotiations concerned therein. These negotiations will not include any changes to the costs of services submitted in response to the RFP, unless the negotiations change the product requirements.
		4. Vendor may submit equivalent alternatives to the specifications to the products specified at the RFP Response Form of this RFP. Tulane reserves the right to determine acceptability of the alternative proposed.
		5. Tulane reserves the right to award the order by individual items, related items, or by total, whichever it deems to be in its best interests.
		6. Tulane will make such investigations as deemed necessary to determine the ability of the Vendor to deliver the specified product and perform the installation in an expeditious and workmanlike manner.
		7. Tulane reserves the right to reject any RFP if the evidence submitted by, or investigation of, such Vendor fails to satisfy Tulane that said Vendor is properly qualified to carry out the obligations of the contract.
		8. Payment terms will weigh heavily as a consideration in making an award.

**7.0 SUBCONTRACTING PLAN (if applicable)**

Some federal awards require recipients to use small and diverse vendors for a specific percentage of the total award. Based on the grant requirements, please request that proposers provide their business classification (i.e. woman-owned, disadvantaged, HUB Zone, etc.) and what percentage of the project they plan to allocate to a small and diverse business. This section can also be a scored category if there is a funding requirement to contract or subcontract with small and diverse businesses. If there is subcontracting plan requirement, respondents must disclose their plan to engage small and diverse businesses and, upon award, show their results and/or efforts they took to comply with their plan. Failure to comply with subcontracting plan requirements could result in loss of future funding or reimbursement to the federal funding agency.

 Additional attachments and forms relevant to this plan can be referenced in the Appendices.

APPENDICES

**Attachments, Exhibits, and Required Forms**

This section includes any special forms you’d like the vendor to review and/or submit with their proposals (floor plans, detailed specifications, maps, sample contract template, the cost proposal form specifying how cost should be submitted.

**Sample Cost Proposal Form**

Unless otherwise stated herein, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including, but not limited to: employee wages and benefits, clerical support, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, long distance telephone calls, travel expenses, document copying not specifically agreed to by the Agency, etc. For the purpose of evaluation and subsequent negotiations, if required, the proposal shall include a fee schedule containing hourly rates of all staff that may be assigned work under the contract resulting from this RFP and shall be broken down as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | Years of Experience | Hourly Rates | Estimated# of Hours | Travel | Misc. Fees (Specify) | Total |
|  |  |  |  |  |  | **$** |
|  |  |  |  |  |  | **$** |
|  |  |  |  |  |  | **$** |
|  |  |  |  |  |  | **$** |
|  |  |  |  |  |  | **$** |
| Total Estimated Costs (annual, monthly, etc.) | **$** |