

Pittsburg State University



**Request for Proposal (RFP)**

<b>RFP Number</b>	001679
<b>Date Issued</b>	December 21, 2023
<b>Closing Date</b>	<b>January 5, 2023; 2:00pm local time</b>
<b>Procurement Officer</b>	Sean Burke; 620.235.4167; <a href="mailto:swburke@pittstate.edu">swburke@pittstate.edu</a>
<b>Item</b>	Programming Services
<b>Agency &amp; Location</b>	Pittsburg State University (PSU) in Pittsburg Kansas
<b>Scope</b>	Pittsburg State University is seeking proposals for Programming Services on an as needed basis and for specific projects as they arise.
<b>Period of Contract</b>	Contract award through February 1, 2026 (with 2 optional 1-year extensions)
<b>Bid Submittal</b>	Submit bid by e-mail to <a href="mailto:swburke@pittstate.edu">swburke@pittstate.edu</a>

1. When communicating, always refer to the Request for Proposal number above.
2. In order to receive consideration for award, one copy of this “Request for Proposal,” a properly completed and signed, must be returned to Pittsburg State University no later than the specified closing time. The University is not responsible for late bids.
3. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Prompt payment discounts will not be considered in determining the low bid.
5. Prices quoted shall be less Federal Excise and State Sales taxes.
6. The PSU Director of Purchasing reserves the right to accept or reject any part of this proposal.
7. Bid results will not be given to individuals over the phone. Written bid results may be obtained by written request from the procurement officer.
8. Contractual Provisions Attachment DA-146a applies to all bids.
9. It is hereby agreed that the bidder will, if required by law, comply with the Kansas Act Against Discrimination, K.S.A. 44-1030 et. Seq.
10. PSU reserves the right to award in the best interest of the university.

<b>Vendor Name</b>	
<b>Programming Hourly Rate</b>	

## **Pittsburg State University**



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### **Scope of Work**

Contractor(s) shall provide Programming Services for Pittsburg State University (PSU) on an as-needed basis and for specific projects as they arise.

Pittsburg State University would like supplemental development/technical discovery assistance across several different projects over the course of a year. We hope for the awardee to act as an extension of our department throughout the course of the agreement.

### **Vendor Requirements**

- Experience with higher education IT systems
- Experience with c# .net, Azure dev ops, and integrations with Office 365.
- Xamarin framework experience developing, maintaining and publishing apps on the Google Play and Apple stores.
- Experience with Microsoft SQL server, including access from various programming languages, stored procedures, database and table design.
- Experience with Universe Basic and Universe Databases.
- Experience with web service technologies such as REST and SOAP.
- Experience with the VUE framework.
- All hours worked are required to be entered into either the awardee's management system and shared with PSU, or entered into the PSU project management system or as directed by the University. This will allow both parties to track the hours worked on each project over the course of the agreement.

### **Preferred Resources**

- Business analysts (BA)
- Technical project managers (PM)
- UX designers/prototypers (UX)
- Front and back-end developers (Dev)
- Quality assurance specialists (QA)
- ADA compliance specialists (ADA)
- Database Administrator (DBA)
- Website development

**Pittsburg State University**



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**Payment Terms:**

Payments on contract not to exceed \$250,000 annually.

**References:**

The Vendor must provide a reference list of active contracts and include the following information for each. Limit your responses to at least five (5).

- a) Name of Institution
- b) Contact Name
- c) Contact Mailing Address, Email Address, and Phone Number
- d) Institution Website Address
- e) Number of Years Serving Each Client
- f) Date of Acquisition
- g) Services Provided to Institution

**Proposal Requirements:**

Proposals should contain a concise description of vendor's capabilities to satisfy the requirements of this RFP with emphasis on completeness and clarity of content.

**Vendor's proposal must be received prior to 2:00 p.m., Central, on January 5, 2023, addressed as follows:**

**By Email to: [swburke@pittstate.edu](mailto:swburke@pittstate.edu)  
SUBJECT: PSU RFP#001679**

Faxed or telephoned proposals will not be accepted.

It is the vendor's responsibility to ensure proposals are received by the closing date and time. Proposals received prior to the closing date shall be kept secured until closing.

Omission, inaccuracy or misstatement may be sufficient cause for rejection of the proposal. The University reserves the right in its sole discretion to reject any and/or all proposals or to withhold the award for any reason it determines.

**University Contact:**

Contact person for technical questions prior to submitting a proposal is **Jeff Burns: 620-235-4611 or [jburns@pittstate.edu](mailto:jburns@pittstate.edu).**

**Contract Award:**

PSU reserves the right to award in the best interest of the University.

## Pittsburg State University



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### General Provisions/Signature

**Tax Clearance Certification:** Bid submittals of \$25,000 or more shall include a copy of a Tax Clearance Certification. Tax Clearances may be obtained from the Kansas Dept. of Revenue (KDOR): <http://www.ksrevenue.org/taxclearance.html>

**W9 Form:** Vendors who are new to PSU should submit a copy of their W-9 with bid response. The form can be downloaded at [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)

**DA-146a Contractual Provisions:** The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment which is incorporated into all contracts with the State <http://www.da.ks.gov/purch/DA-146a.pdf>

**NEW MATERIALS, SUPPLIES, OR EQUIPMENT:** Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, and unused in any regard. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

**COMPARABLE PRODUCTS:** Bids on comparable products are invited. Indicate appropriate items, brands, model numbers, and specifications. Minor deviations in size and operational characteristics from those set forth in the specification will be considered when such deviations do not alter nor deter Pittsburg State University from accomplishing its intended usage or function. **Each bidder must clearly indicate in writing where (if any) their product characteristics deviate from these specifications and explain how their product accomplishes the desired function even though product characteristics may be different.**

**ACCEPTANCE OR REJECTION:** PSU reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; and unless otherwise specified, to accept any item in the bid.

**PAYMENT:** Payment will be made upon receipt of shipment by PSU.

**FREIGHT COST INFORMATION:** FOB Destination, Freight Prepaid, and Allowed.

The undersigned certifies that he does not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

- Legal Name of Person, Firm or Corporation:
- Payment Terms:
- Telephone Number:
- E-mail Address:
  
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_