



FORT HAYS STATE UNIVERSITY

Forward thinking. World ready.

Addendum

Date: July 23, 2020

RFP Number: 21006

Addendum: 1

Closing Date: Thursday, August 6, 2020, 4:30 p.m.

Address: Fort Hays State University Purchasing Office
600 Park Street, Hays, KS 67601

Telephone: 785-628-4251

Fax: 785-628-4046

E-Mail Address: purchasing@fhsu.edu

Web Address: <https://fhsu.edu/purchasing/bids/>

Item: Data Analytics Consultant and Solutions

Agency: Fort Hays State University (FHSU), Hays, KS

Conditions:

See answers to questions for RFP 21006 submitted on pages 2 - 11.

A signed copy of this Addendum must be submitted with your bid. If your bid response has been returned, submit this Addendum by the closing date indicated above.

I (We) have read and understand this addendum and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM: _____

SIGNED BY: _____

TITLE: _____ DATE: _____

Answers to Questions for RFP 21006

1. Page 17, Section 3, Terms and Conditions, 47, Experience

Please confirm the 5 years of continuous active participation in applicable industry is NOT specific to only COVID related data analytics for small business clients in the state of KS.

Answer: Correct, COVID related data analytics are not part of the five-year requirement.

2. Page 20, Specifications and 4), Page 24, Cost Proposal, Software License and Support, Optional Hardware/Software

The RFP specifications state: These processes must ultimately flow into a dynamic analytics tool (e.g. Tableau) to enable the SBDC administration to use exploratory analysis of the data to answer questions from the various funding partners

4) Training to key personnel in the use of the tools provided and modification for future needs..."

Page 24, Cost Proposal, includes a pricing line item for the provision of software. JCCC is not a reseller of software. Will the bidder be expected to provide any new software tools and those already listed in the RFP (e.g. Tableau, Tableau Prep, Excel)? If so, what is the number of key personnel that will need the software for training purposes?

Answer:

- a. No software is required. Tableau licenses are available for the end user(s)
- b. The number of personnel to train is 1 or possibly 2. If one only a train the trainer format would be helpful

3. Page 20, Outcomes, 1), a. and 3) a.

How often are the data feeds updated?

Answer: On demand, likely no greater than once per month or once per quarter.

4. Page 20, Outcomes, 1), b.

Does the term "additional dataset insertion" mean an interface to add additional data or just updates from the data flow process?

Answer: Primarily updates from the dataflow process but flexibility to include additional data sets could be helpful

5. Page 20, Outcomes, 2) a. and b., Page 21, Areas of Concern

What is the current state of the data and reporting processes? Further details about how much data cleansing and transformations is helpful.

Answer: Data is currently in excel format and attempts to clean and merge it using tableau prep have been moderately successful but not reliable

6. Page 20, Outcomes, 3) e.

Who is the intended audience for the dashboards (exec, management, analyst, public)?

Answer: The intended audience is administrative team with portions being recreated for educational institutions governmental entities and elected officials.

What questions or type of questions are intended audience looking to answer?

Answer: How effective are the current efforts? What is the performance of small business within the state? How has xxx impacted small businesses (where COVID or Economic disaster or some other mitigator is XXX). Which clients are most successfully negotiation the challenges and why?

What key performance metrics will be originally included on the dashboard?

Answer: Sales, capital infusion, jobs (created, retained and supported), # of clients, hours of counseling, business starts, training events and attendees, contacts

Note: some or all of the KPIs may need to be filtered by time, demographics area of counseling, COVID related issues or some other data.

7. Page 20, Outcomes, 4)

How many key personnel will need to be trained?

Answer: One or two (possibly a train the trainer situation)

What delivery format for the training? Live virtual and/or in-person classroom?

Answer: Most likely virtual given the current COVID status in Kansas

Based upon desired training delivery format, will there be travel required for key personnel and vendor instructor to JCCC, FHSU, Topeka, other KSBDC locations?

Answer: Depends upon travel restrictions for COVID, not absolutely a requirement but may be helpful

Will key personnel need training both on how to use the software tools such as Tableau, Tableau Prep, Excel, Python, etc. or will they only need training on how to use vendor provided solutions?

Answer: Key personnel have had training courses in Tableau and Tableau prep, advanced excel and some experience in SQL, C and JavaScript

8. Page 21, Project Technical Information

Is vendor confined to any specific software tools?

Answer: Not necessarily but the solution needs to be easily replicable in the future using existing skills and software

How many data sources are we pulling data from? The proposal states three primary sources, Session, Client and Survey. Confirm there is not multiple sources of any one type?

Answer: Session and client are two excel reports from the same datasource. Because of size limitations they are broken up into year by year sets. Survey data is annual excel.

Confirm all data sources and feeds will be provided in an excel format? How often might the format change?

Answer: Excel is the only format.

9. Page 23, Part B, existing Tableau Prep Flow

Will vendor have access to subject matter expert(s) that can give more information about the joins and unions?

Answer: Yes

RFP Section and Page No.	RFP Questions	FHSU's Response
10. GENERAL	What is the maximum budget of this Project?	Answer: We do not release the budget for RFPs.
11. VENDOR RESPONSE CHECK-LIST Page 5	Considering the current pandemic situation, as most out our staffs are working from remote locations, may we request you to consider providing and extension of 1 week from the date of its current submission. This will help us submitting a comprehensive and competitive proposal.	Answer: This project is part of a larger series of projects in which the data analytics play an integral part. Extension of the deadline delays performance which will ultimately set back other projects for the next year and a half. Please accomplish the best proposal possible within the time frame provided.
12. REFERENCES Page 6	As per RFP Reference section Page 6 "Provide four (4) references." and under section 2 Proposal Response "References: Provide three to five references who have purchased similar items or services from the vendor in the last year" Please clarify how many references do we need to provide?	Answer: Please provide 4 references.

13. REFERENCES
Page 6
- As per RFP “References shall have purchased similar items/services from the vendor in the last year.” – We feel this particular clause is very restrictive considering within one year of time we need to have at least three similar contracts signed with our clients. We request you to consider the ongoing contract as the part of this clause.
- Answer: This is acceptable.
14. Section I
INSTRUCTIONS
Page 8
- As per RFP “Acknowledgment of Addenda: All vendors shall acknowledge receipt of any addenda to this RFP by returning a signed hard copy with the bid.” – We understand that the proposal will include all addenda with signed acknowledge receipt, there will not be any hard copy submission of bid. Complete bid will be submitted on provided portal link. Please clarify.
- Answer: Please return a signed copy of the addenda with the bid through the portal.
15. Section I
INSTRUCTIONS
Page 8
- As per RFP “Modification of Proposals: A vendor may modify a proposal by letter or by FAX transmission at any time prior to the closing date and time for receipt of proposals.” – We understand that letter submission through email will be considered here for proposal modification request. Please clarify.
- Answer: Please submit through the portal.
16. Section I
INSTRUCTIONS
Page 8
- We would request FHSU for sharing weightage with each of the shared evaluation criteria in RFP for proposal evaluation.
- Answer: This can be requested through an Open Records Request after the contract has been awarded.
17. Section 2
PROPOSAL
RESPONSE
Page 11
- Under Technical Literature section in the proposal, are we expected to elaborate on the architecture and the solution what we intent to propose. Please clarify.
- Answer: If a requirement is not addressed in the technical literature, it must be supported by additional documentation and included with the bid.

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| 18. Section 2
PROPOSAL
RESPONSE
Page 11 | For bidding purpose, is it a mandatory requirement for the vendor to have a Business Procurement Card? | Answer: Presently, Fort Hays State University uses a State of Kansas Business Procurement Card (Visa-branded) in lieu of a state warrant to pay for some of its purchases. No additional charges will be allowed for using the card. Please indicate on the Signature Sheet if you will accept the Business Procurement Card for payment. |
| 19. Section 3
TERMS AND
CONDITIONS
Page 17 | Can we have off-shore resources as part of the project team?
Do you need any onsite presence for any of the tasks e.g. training, project set-up, advisory? | Answer: Only companies from USA can apply. Tasks must be performed in the USA. If requested, the vendor must attend meetings in Kansas. |
| 20. Section 3 TERMS
AND CONDITIONS
Page 18 | RFP statement "Unit Pricing: Each item required by the bid must be individually priced (i.e. priced per single unit) and be able to be ordered individually." – We understand we need to submit the total cost of the project as per the Cost Proposal template; priced per single unit is not applicable here. Please clarify. | Answer: This applies only if unit pricing is requested. |
| 21. Section 3 TERMS
AND CONDITIONS
Page 18 | What is the period of solution warranty support, FHSU is looking for?
Beyond warranty, are you looking for a maintenance and support also to be proposed for solution or it is just warranty? Please clarify. | Answer: Maintenance and support is not expected beyond the length of this contract. |
| 22. Section 4
SPECIFICATIONS
Page 20 | Is there a preferred Visualization/Analytics tool - Power BI, Tableau etc. | Answer: Tableau |
| 23. Section 4
SPECIFICATIONS
Page 20 | Is there a preference of solution to be in cloud or on-premise? | Answer: On-premise |
| 24. Section 4
SPECIFICATIONS
Page 20 | Does FHSU have subscription of Azure Cloud? If yes, is it government or commercial cloud? | Answer: No |

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| 25. Section 4
SPECIFICATIONS
Page 20 | What is the total size of data to be stored?
Please also let us know the expected anticipated scalability of the data to be considered. | Answer: <100mb |
| 26. Section 4
SPECIFICATIONS
Page 20 | What is the data load interval you are expecting?
What would be the data load size for each instance? | Answer: Every 1-3 months
<10 MB |
| 27. Section 4
SPECIFICATIONS
Page 20 | How many dashboards are to be developed? | Answer: Depends on design
~10 KPIs with filters |
| 28. 4 SPECIFICATIONS
Page 20 | Is the training expected to be virtual or in-class? How many hours of training is anticipated? | Answer: Virtual - depends on the complexity of the solution. Number of hours depends upon the complexity of the solution provided. For example, a solution that is essentially "plug and play" with future data will require less training than one that requires changes to code for each subsequent data download. |
| 29. Section 4
SPECIFICATIONS
Page 20 | How will the files from three data sources be provided? Will it be on a File server or will there be any other mode? | Answer: File server or some other agreed method |
| 30. Section 4
SPECIFICATIONS
Page 20 | Does FHSU have in-house capabilities to maintain the developed solution? | Answer: Yes |
| 31. Section 4
SPECIFICATIONS
Page 20 | Has FHSU already identified the branding and white labeling of the solution or this will be part of exploration once project is awarded? | Answer: This will not be labeled solution is primarily in-house use. |
| 32. Section 4
SPECIFICATIONS
Page 20 | Once the solution is developed, how many users are expected to make modifications in the report(s)/dashboard(s) as an Author? | Answer: 1 - 2 |
| 33. Section 4
SPECIFICATIONS
Page 20 | Does FHSU have specific use cases to show data based on specific role(s)? Or there are no restrictions on the data, everyone should be able to see, slice and dice all the data on the report(s)/dashboard(s)? | Answer: Only 1 or 2 users will have edit capabilities but all should have filtering |

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| 34. Section 4
SPECIFICATIONS
Page 20 | Any or all the developed report(s)/dashboard(s) are part of public portal? Or these are meant only for authorized user(s)? | Answer: Only authorized users |
| 35. Section 4
SPECIFICATIONS
Page 20 | We understand that data authenticity and validation of the data will be taken care by FHSU, it's not part of vendor's scope. Please clarify. | Answer: Correct |
| 36. Section 4
SPECIFICATIONS
Page 20 | Is there any data migration also as part of scope? If yes, please share quantum of data to be migrated. Also share the format of available data to be migrated. | Answer: Data will be imported from excel to be ultimately used in analytic solution. |
| 37. Section 4
SPECIFICATIONS
Page 20 | Does district have specific use cases to show data based on specific role(s)? Or there are no restrictions on the data, everyone should be able to see, slice and dice all the data on the report(s)/dashboard(s)? | Answer: The lead manager role will have manipulation of the dashboard layout itself (using Tableau) and may include one assistant using the same role authority. The second usage will be viewing the dashboard and the ability to change designated filters (non-Tableau users) but not layout and the third usage will be view only. |
| 38. 4 SPECIFICATIONS
Page 20 | Any or all the developed report(s)/dashboard(s) are part of public portal? Or these are meant only for authorized user(s)? | Answer: Primarily authorized users only. The public website may display an image of portions of the dashboard as needed. |
| 39. Section 4
SPECIFICATIONS
Page 20 | The project timeline shows that waterfall methodology is being followed. Please confirm. | Answer: Yes, this is the project plan methodology. |
| 40. COST PROPOSAL
Page 24 | Under Cost Proposal section, there are two different line items for "Professional Services" and "Implementation" we understand that both of these line items are same, can you please clarify what are those expectation from both of these line items separately. | Answer: The anticipation is that there will be a period of development followed by implementation. This is not intended as a separate process but part of the whole project. |

Section 1 Instructions (Bid submission)

Question #	Question
41-1	<p><i>With regards to item 3. Appearance Before Committee: Any, all or no vendors may be required to appear before the PNC to explain the vendor's understanding and approach to the project and/or respond to questions from the PNC concerning the proposal; or, the PNC may award without conducting negotiations, based on the initial proposal.</i></p> <p>Question: Does the FHSU require in person meetings or are online meetings acceptable given COVID-19? Answer: Online is acceptable</p>
41-2	<p><i>With regard to item 11 New Vendors: Vendors who are new to the university should submit the following with your bid: a FHSU vendor registration form, https://vrapp.vendorregistry.com/Vendor/Register/Index/fort-hays-state-university-ks-vendor- registration and a copy of the vendor's W-9, http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3.</i></p> <p>Question: Will preference be given to Kansas Vendors? Answer: In case of a tie, the bid can be awarded to a Kansas vendor.</p>
41-3	<p><i>With regard to Item 63 Submission of the Bid: Submission of the bid will be considered presumptive evidence that the vendor is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State and/or local codes, state of labor and material markets, and has made due allowances in the RFP for all contingencies. Later claims for labor, work, materials, equipment, and tax liability required for any difficulties encountered which could have foreseen will not be recognized and all such difficulties shall be properly taken care of by Contractor at no additional cost to FHSU.</i></p> <p>Question: Is the system to be hosted by FHSU? What is the environment for the system? Will the vendor have access to a development, staging/test, and production environments? Answer: The system needs to be hosted by the SBDC at FHSU locally, testing development and production would need to be done outside of the local host environment.</p>
41- 4	<p><i>With regard to Item 63 outlined in question 1-3 above</i></p> <p>Question: What are "the local facilities and difficulties"? Answer: The local facility would be in Topeka. Difficulties are those items that are specified in the bid and contract and not addressed.</p>
41-5	<p><i>With regard to item 68 Contract Price: University-wide contracts are awarded by the FHSU Purchasing Office to take advantage of volume discount pricing for goods and services that have a recurring demand from one or more department. However, if a University department locates a vendor that can provide the identical item at a lower price, a waiver to "buy off state contract" may be granted by the FHSU Purchasing Office.</i></p> <p>Question: Is this considered a custom solution? Answer: This is not considered a university wide contract but a contract only with SBDC.</p>
41-6	<p>Question: Is the contract with SDBC or is it with FHSU? Answer: The contract is with FHSU for SBDC.</p>
41-7	<p>Question: Will the customer (SDBC or FHSU) assign a project manager to the project. Answer: Yes</p>

41-8	Question: Will there be a oversight committee or a group of stakeholders who will have input into the process Answer: The PM and State Director will have input.
41-9	With regards to project deliverables Question: Is there a predetermined acceptance criteria or is the acceptance criteria to be determined by mutual consent during the project? Answer: The acceptance criteria will be determined by mutual consent during the project.

Section 4 Specifications

Question #	Question
42-1	We understand this project has specific short-term goals. This question is about the framework within which these goals are met: (a) Is this project focused exclusively on the goals that are outlined for this effort? (b) Is it the intention of SDBC to continue to use and evolve the processes that are instituted and/or the system that is implemented during the course of this project as an on-going activity? Answer: Yes this is the case (c) If neither (a) or (b) above capture the overall intent of the effort can you please describe it?
42-2	With regard to the mechanics of moving the data from their source to where it is accessible to the dynamic analytics tool. Please identify which of the following is r: (a) The information is manually loaded into a database or file system that is provided by the vendor (b) The location of the data files are network accessible to the vendor-provided system. (c) SDBC prefers a different access and exchange model (please describe) Answer: Email or sharepoint would be preferred.
42-3	With regard to hosting facilities for the dynamic analytics tool and associated data storage services. (a) Does SDBC intend to provide hosting services (b) Does SDBC anticipate that the vendor will provide hosting services on-site (c) Does SDBC anticipate that the vendor provide a cloud-based hosting solution (d) Or does SDBC prefers a different means of hosting for the dynamic analytics tool and associated data storage services not mentioned in a-c above (please explain) Answer: The SBDC prefers to host the solution locally or through its own cloud- based storage.
42-4	If the answer to 4-3 above is not (a) please specify if SDBC wishes the system to abide by any security and access requirements beyond common industry practices. Answer: Strict client confidentiality must be maintained including a signed agreement to not disclose the data
42-5	<i>With regard to the statement “ Additionally, through the use of GIS information, demographics and market data, project activities can be scheduled to reach underserved areas more effectively.”</i> Question: Does the solution require implementation of a GIS system Answer: No – GIS information is available

42-6	<p><i>With regard to the statement in question 4-5 above:</i></p> <p>Question: Is the vendor responsible for a client engagement solution Answer: No</p>
42-7	<p><i>With regard to the statement “Information from COVID-19 recovery efforts can ultimately be overlaid with historical data from the SBDC to determine trends and unforeseen impacts of the shutdown and stimulus relief efforts.”</i></p> <p>Question: What is the “historical data” that the SBDC has? Where is it located? Will the vendor have access through an API? What is the format of the data? Answer: Data is available for the last 10 years in excel format which can be provided</p>
42-8	<p><i>With regard to the statement “ These processes must ultimately flow into a dynamic analytics tool (e.g. Tableau) to enable the SBDC administration to use exploratory analysis of the data to answer questions from the various funding partners (Small Business Administration, Kansas Department of Commerce, Fort Hays State University, et al). “</i></p> <p>Question: Does FHSU or SBDC already have Tableau licenses? If so, how many of each: Creators, Explorer and Viewer licenses do you currently have? How many Tableau Prep licenses do you have? Do you expect to be adding additional licenses? Do you have an instance of Tableau Server or Tableau Online? Answer: Tableau Creator license is available but more can be purchased if the need arises (i.e., hiring additional personnel with the skill and interest)</p>
42-9	<p>With regards to Outcomes 1 & 2 and given that Part B appears to be prepared with Tableau Prep:</p> <p>Question: Is it envisioned that the processes relating to outcomes 1 and 2 will be implemented using Tableau Prep or will you be open to a solution that does not involve Tableau Prep? Answer: The vision was a Tableau Prep solution although some other method of data cleansing that works is acceptable as long as it is replicable by the trained end user.</p>
42-10	<p>With regards to Outcomes 1 and 2 and given that Part B appears to be prepared with Tableau Prep if it is envisioned that the processes relating to outcomes 1 and 2 will be implemented using Tableau Prep, then:</p> <p>Question: In your data sources (excel files) are the column names assumed to be fixed or is it expected that the file layout and column names may change from version to version (year to year) Answer: Largely the column names are fixed although there are some changes from year to year especially in the survey data and non-key elements (i.e. COVID).</p>
42-11	<p>Question: How many users will there be for the system (total number of people who have access to the system) Answer: 1 or 2.</p>
42-12	<p>Given that Part B appears to be prepared with Tableau Prep and given that the RFP appears tilted toward a solution that uses Tableau Prep for data flow process and data cleansing:</p> <p>Question : Is there an incumbent vendor or is the customer (SBDC or FHSU) already working with a vendor who participated in creation of the RFP or is otherwise familiar with the requirements who will be a potential bidder on this project? Answer: No this is a new project</p>

42-13	<p>With regards to “Training to key personnel in the use of the tools provided and modification for future needs”</p> <p>Question: How many “Key personnel” will need to be trained? Answer: 1 or 2 Do you prefer training on the fundamentals of how to use Tableau as a data analytics tool? Or do you prefer a custom training on the dashboards created and how to maintain and update those going forward? Answer: YES Or a combination of both?</p>
42-14	<p>With regards to Areas of Concern under Project Technical Information, the statement “Client data is based on the business not the individual which is problematic in tracking serial entrepreneurs”</p> <p>Question: can you please clarify what you mean by “Client data is based on the business not the individual which is problematic in tracking serial entrepreneurs” and give an example? Answer: Individual John Doe creates John’s Business 1 which he ultimately sells and then starts John’s Business 2. The records are maintained as Johns Business 1 and johns Business 2. But it may be useful to know that John actually was the same person for both businesses. Therefore, we see two business starts in one geographic area but it is actually only one person. This is particularly problematic if John created Business 1 as a sole proprietor then came back in as an LLC so that 1 and 2 are the same business.</p>
42-15	<p>With regards to Areas of Concern under Project Technical Information, the statement “Introducing variables into exploratory analytics for measure that are not uniformly completed (e.g. demographics and other personal data)”</p> <p>Question: Does the solution need to be HIPAA and/or PII compliant Answer: No</p>

Cost Proposal

Question #	Question
43-1. Cost-1	<p>Is there a budget or not-to-exceed amount for this RFP? Answer: We do not release the budget information.</p>
43-2. Cost-2	<p>The COST PROPOSAL sheet indicates an expectation of a one-time solution with a finite use period. This is inconsistent with the line item for “Software License and <u>Support</u>”.</p> <p>Question: Can you please clarify if you will accept a hosted solution or if you intend to provide hosting for the system (or already have a Tableau server installed)? Answer: Tableau desktop is currently installed along with Tableau Prep. Hosting by a third party is not acceptable.</p>
43-3. Cost-3	<p>The COST PROPOSAL sheet indicates an expectation of a one-time solution with a finite use period. This is inconsistent with the line item for “Software License and <u>Support</u>”.</p> <p>Question: Can you please clarify if you anticipate an annual renewal fee for hosting or for software license? Answer: No – this is intended as a one-time project of limited duration and cost.</p>



FORT HAYS STATE UNIVERSITY

Forward thinking. World ready.

Request for Proposal (RFP) 21006

Date Issued: July 9, 2020
Questions Deadline: Thursday, July 16, 2020, 4:30 p.m.
Closing Date: Thursday, August 6, 2020, 4:30 p.m.

Address: Fort Hays State University Purchasing Office
601 Park Street, Sheridan Hall 318, Hays, KS 67601
Telephone: 785-628-4251
Fax: 785-628-4046
E-Mail Address: purchasing@fhsu.edu
Web Address: <https://fhsu.edu/purchasing/bids/>

Item: Data Analytics Consultant and Solutions

Agency: Fort Hays State University (FHSU), Hays, KS

Term of Contract: Contract from date of award through December 31, 2020.

Questions/Addenda - No pre-proposal conference is scheduled for this RFP. **Questions and requests for clarification of the RFP must be submitted by email to the attention of the FHSU Purchasing Director at purchasing@fhsu.edu by Thursday, July 16, 2020, 4:30 p.m.** Each question or clarification should reference the appropriate RFP section.

Presentations. A web presentation of the finalist's response may be required the week of August 17, 2020.

Impromptu questions may be permitted and spontaneous unofficial answers provided, however bidders should understand that the only official answer or position of Fort Hays State University will be in writing.

Failure to notify the FHSU Purchasing Director of any conflicts or ambiguities in this RFP may result in items being resolved in the best interest of FHSU. Any modification to this RFP shall be made in writing by addendum and posted on the Purchasing website, <https://www.fhsu.edu/purchasing/bids/>. Only written communications are binding.

Answers to questions will be available in the form of an addendum on the FHSU Purchasing website.

It shall be the responsibility of all participating vendors to acquire any and all addenda and additional information as it is made available from the web site cited above. Vendors are required to check the website periodically for any additional information or instructions.

READ THIS REQUEST CAREFULLY

Failure to abide by all of the conditions of this Request for Proposal (RFP) may result in the rejection of a bid. Inquiries about this RFP should indicate the contract number and be directed to the Fort Hays State University Purchasing Office.

It is the vendor's responsibility to monitor the FHSU Purchasing website on a regular basis for any changes/addenda.

SIGNATURE SHEET

Item: Data Analytics Consultant and Solutions
Agency: Fort Hays State University
Closing Date: Thursday, August 6, 2020, 4:30 p.m.

By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified.

Legal Name of Person, Firm or Corporation _____

Mailing Address _____

City & State _____ Zip _____

Toll Free Telephone _____ Local _____ Fax _____

Tax Number _____

CAUTION: If your tax number is the same as your Social Security Number (SSN), you must leave this line blank. DO NOT enter your SSN on this signature sheet. If your SSN is required to process a contract award, including any tax clearance requirements, you will be contacted by an authorized representative of the FHSU Purchasing Office at a later date.

E-Mail _____

Signature _____ Date _____

Typed Name of Signature _____ Title _____

In the event the **contact for the bidding process** is different from above, indicate contact information below.

Bidding Process Contact Name _____

Mailing Address _____ City & State _____ Zip _____

Toll Free Telephone _____ Local _____ Cell: _____ Fax _____

E-Mail _____

If **awarded a contract and purchase orders** are to be directed to an address other than above, indicate mailing address and telephone number below.

Award Contact Name _____

Mailing Address _____ City & State _____ Zip _____

Toll Free Telephone _____ Local _____ Cell: _____ Fax _____

E-Mail _____

Fort Hays State University may use the Procurement Card (P-Card / Visa) in lieu of a state warrant to pay for some of its purchases. State of Kansas Law does not allow retailers to charge a credit fee for using their cards. (Refusal will not be a determining factor in award of this contract.) Yes ___ No ___

Would this contract be available to other political subdivisions of the State of Kansas? Yes ___ No ___
(Award will not be based on accepting or declining)

TAX CLEARANCE

Fort Hays State University strongly supports the State of Kansas Tax Clearance Process. Vendors submitting bids or proposals which exceed \$25,000 over the term of the contract shall include a copy of a Tax Clearance Certification Form with their submittal. Failure to provide this information may be cause for rejection of vendor's bid or proposal.

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Kansas Department of Revenue (KDOR) Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

To obtain a Tax Clearance Certificate, you must:

- Go to <https://www.kdor.ks.gov/apps/taxclearance/Default.aspx> to request a Tax Clearance Certificate
- Return to the website the following working day to see if KDOR will issue the certificate
- If issued an official certificate, print it and attach it to your bid response
- If denied a certificate, engage KDOR in a discussion about why a certificate wasn't issued

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response.

Please Note: Individual and business applications are available. For applications entered prior to 5:00 PM Monday through Friday, results typically will be available the following business day. Tax clearance requests may be denied if the request includes incomplete or incorrect information.

Please Note: You will need to sign back into the KDOR website to view and print the official tax clearance certificate.

A copy of the Certification of Tax Clearance form received from the Kansas Department of Revenue should be sent along with the bid response(s) to:

Fort Hays State University
Purchasing Office
601 Park Street, Sheridan Hall 318
Hays, KS 67601

Failure to provide this information may be cause for rejection of vendor's bid or proposal.

Information about Tax Registration can be found at the following website:
<http://www.ksrevenue.org/forms-btreg.html>

The FHSU Purchasing Office reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, the FHSU Purchasing Office reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or FHSU may proceed with an award to the next lowest responsive bidder, whichever is determined by the Purchasing Director to be in the best interest of FHSU and the State.

CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL

All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages.

Contractor certifies that, should it be awarded a contract by the State, Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the State's request, Contractor is expected to produce to the State any documentation or other such evidence to verify Contractor's compliance with any provision, duty, certification, or the like under the contract.

Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

Signature, Title of Contractor

Date

VENDOR RESPONSE CHECK-LIST

The following items are provided to bidders to ensure that all requirements are met and all required submissions are included with the bid. Vendors are instructed to utilize this list in order to ensure fair and accurate evaluation.

The electronic technical and cost proposals should include the following supporting documents:

_____	Signature Sheet	page 2
_____	Provide a copy of the Tax Clearance Certificate received from the Kansas Department of Revenue.	page 3
_____	Sign the Certification Regarding Immigration Reform & Control form.	page 4
_____	References.	page 6
_____	Instructions	pages 7 – 9
_____	Proposal Response (Technical and Cost).	pages 10 – 11
_____	Terms and Conditions	pages 12 – 19
_____	Specifications	pages 20 - 23
_____	Cost Proposal	page 24
_____	DA-146a, Fort Hays State University Contractual Provisions	page 25 - 26
_____	Provide Bidder's Standard Terms and Conditions	
_____	Addenda Acknowledgement: If applicable, bidder acknowledges receipt of any addenda submitted by signing and dating each form.	

Deadlines:

Questions/Addenda: Questions and requests for clarification of the RFP must be submitted by email to the attention of the FHSU Purchasing Director at purchasing@fhsu.edu by **Thursday, July 16, 2020, 4:30 p.m.** Each question or clarification should reference the appropriate RFP section.

Vendor's bid responses must be submitted no later than Thursday, August 6, 2020, 4:30 p.m.

Presentations. A demonstration of the finalist's bid response be required the week of August 17, 2020.

REFERENCES

Provide four (4) references. References shall have purchased similar items/services from the vendor in the last year. Vendor employees and FHSU shall not be shown as references.

- 1. NAME: _____
COMPANY: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____
- 2. NAME: _____
COMPANY: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____
- 3. NAME: _____
COMPANY: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____
- 4. NAME: _____
COMPANY: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____
- 5. NAME: _____
COMPANY: _____
ADDRESS: _____
TELEPHONE: _____
EMAIL: _____

Section I INSTRUCTIONS

1. **Proposal Reference Number:** The RFP number, indicated in the header of this page, as well as on the first page of this proposal, has been assigned to this RFP and **MUST** be shown on all correspondence or other documents associated with this RFP and **MUST** be referred to in all verbal communications. All inquiries, written or verbal, shall be directed only to the Fort Hays State University Purchasing Office reflected on Page 1 of this proposal. There shall be no communication with any other University employee regarding this RFP except with designated University participants in attendance **ONLY DURING:**

Negotiations
Contract Signing
as otherwise specified in this RFP.

Violations of this provision by vendor or Fort Hays State University personnel may result in the rejection of the proposal.

2. **Negotiated Procurement:** This is a negotiated procurement pursuant to K.S.A. 75-37,102. Final evaluation and award will be made by The Procurement Negotiation Committee (PNC) consisting of the following entities (or their designees):
FHSU Controller or their designee;
FHSU Director of Purchasing or their designee; and
Member of Requesting Department

3. **Appearance Before Committee:** Any, all or no vendors may be required to appear before the PNC to explain the vendor's understanding and approach to the project and/or respond to questions from the PNC concerning the proposal; or, the PNC may award without conducting negotiations, based on the initial proposal. The PNC reserves the right to request information from vendors as needed. If information is requested, the PNC is not required to request the information of all vendors.

Vendors selected to participate in negotiations may be given an opportunity to submit a revised proposal and/or their revised offer to the PNC. Prior to a specified cut-off time for revised offers, vendors may submit revisions to their technical and cost proposals. Meetings before the PNC are not subject to the Open Meetings Act. Vendors are prohibited from electronically recording these meetings. All information received prior to the cut-off time will be considered part of the vendor's revised offer.

No additional revisions shall be made after the specified cut-off time unless requested by the PNC.

4. **Cost of Preparing Proposal:** The cost of developing and submitting the proposal is entirely the responsibility of the vendor. This includes costs to determine the nature of the engagement, preparation of the proposal, submitting the proposal, negotiating for the contract and other costs associated with this RFP.
5. **Tax Clearance.** Fort Hays State University strongly supports the State of Kansas Tax Clearance Process. Vendors submitting bids or proposals which exceed \$25,000 over the term of the contract shall include a copy of a Tax Clearance Certification Form with their submittal. Failure to provide this information may be cause for rejection of vendor's bid or proposal. Tax Clearances may be obtained at the following website:
<http://www.ksrevenue.org/taxclearance.html>.

6. **Preparation of Proposal:** Prices are to be entered in spaces provided on the proposal cost form if provided herein. Computations and totals shall be indicated where required. In case of error in computations or totals, the unit price shall govern. The Committee has the right to rely on any price quotes provided by vendors. The vendor shall be responsible for any mathematical error in price quotes. The Committee reserves the right to reject proposals which contain errors.

A proposal shall not be considered for award if the price in the proposal was not arrived at independently and without collusion, consultation, communication or agreement as to any matter related to price with any other vendor, competitor or public officer/employee.

Technical proposals shall contain a concise description of vendor's capabilities to satisfy the requirements of this RFP with emphasis on completeness and clarity of content. Repetition of terms and conditions of the RFP without additional clarification shall not be considered responsive.

7. **Signature of Proposals:** Each proposal shall give the complete mailing address of the vendor and be signed by an authorized representative by original signature with his or her name and legal title typed below the signature line. If the contract's contact will be a different entity, indicate that individual's contact information for communication purposes. Each proposal shall include the vendor's tax number.
8. **Acknowledgment of Addenda:** All vendors shall acknowledge receipt of any addenda to this RFP by returning a signed hard copy with the bid. Failure to acknowledge receipt of any addenda may render the proposal to be non-responsive. Only the FHSU Purchasing Office shall issue changes to this RFP, which will be in writing.
9. **Modification of Proposals:** A vendor may modify a proposal by letter or by FAX transmission at any time prior to the closing date and time for receipt of proposals.
10. **Withdrawal of Proposals:** A proposal may be withdrawn on written request from the vendor to the FHSU Purchasing Office prior to the closing date.
11. **New Vendors:** Vendors who are new to the university should submit the following with your bid: a FHSU vendor registration form, <https://vrapp.vendorregistry.com/Vendor/Register/Index/fort-hays-state-university-ks-vendor-registration> and a copy of the vendor's W-9, <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>.
12. **Competition:** The purpose of this RFP is to seek competition. The vendor shall advise the FHSU Purchasing Office if any specification, language or other requirement inadvertently restricts or limits bidding to a single source. Notification shall be in writing and must be received by the FHSU Purchasing Office no later than five (5) business days prior to the bid closing date. The FHSU Purchasing Director reserves the right to waive minor deviations in the specifications which do not hinder the intent of this RFP.
13. **Evaluation of Proposals:** Award shall be made in the best interest of the University as determined by the Procurement Negotiating Committee or their designees. Although no weighted value is assigned, consideration may focus toward but is not limited to:
 - Cost. Vendors are not to inflate prices in the initial proposal as cost is a factor in determining who may receive an award or be invited to formal negotiations. The University reserves the right to award to the lowest responsive bid without conducting formal negotiations, if authorized by the PNC.
 - Adequacy and completeness of proposal
 - Vendor's understanding of the project
 - Compliance with the terms and conditions of the RFP
 - Experience in providing like services
 - Qualified staff
 - Methodology to accomplish tasks
 - Response format as required by this RFP
14. **Acceptance or Rejection:** The Committee reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this RFP; and unless otherwise specified, to accept any item in a proposal.
15. **Proposal Disclosures:** At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released.

Bid results will not be given to individuals over the telephone. Results may be obtained after contract finalization by obtaining a bid tabulation from the FHSU Purchasing Office by sending (do not include with bid):

- A check for \$5.00, payable to the Fort Hays State University
- A self-addressed, stamped envelope
- Contract Proposal Number

Send to:

Fort Hays State University
Purchasing Office
601 Park Street Sheridan Hall Rm 318
Hays, KS 67601

Copies of individual proposals may be obtained under the Kansas Open Records Act by calling 785-628-4251 to request an estimate of the cost to reproduce the documents and remitting that amount with a written request to the above address or a vendor may make an appointment by calling the above number to view the proposal file. Upon receipt of the funds, the documents will be mailed. Information in proposal files shall not be released until a contract has been executed or all proposals have been rejected.

16. **Disclosure of Proposal Content and Proprietary Information:** All proposals become the property of Fort Hays State University. The **Open Records Act** (K.S.A. 45-205 et seq) of the State of Kansas requires public information be placed in the public domain at the conclusion of the selection process, and be available for examination by all interested parties. (<http://admin.ks.gov/offices/chief-counsel>) No proposals shall be disclosed until after a contract award has been issued. The University reserves the right to destroy all proposals if the RFP is withdrawn, a contract award is withdrawn, or in accordance with Kansas law. Late Technical and/or Cost proposals will be retained unopened in the file and not receive consideration or returned to the bidder.

Trade secrets or proprietary information legally recognized as such and protected by law may be requested to be withheld if clearly labeled "Proprietary" on each individual page **and** provided as separate from the main proposal. Pricing information is not considered proprietary and the vendor's entire proposal response package will not be considered proprietary.

All information requested to be handled as "Proprietary" shall be submitted separately from the main proposal and clearly labeled, in a separate envelope or clipped apart from all other documentation. The vendor shall provide detailed written documentation justifying why this material should be considered "Proprietary". The FHSU Purchasing Office reserves the right to accept, amend or deny such requests for maintaining information as proprietary in accordance with Kansas law.

Fort Hays State University does not guarantee protection of any information which is not submitted as required.

17. **Exceptions:** By submission of a response, the vendor acknowledges and accepts all terms and conditions of the RFP unless clearly avowed and wholly documented in a separate section of the Technical Proposal to be entitled: "Exceptions".
18. **Notice of Award:** An award is made on execution of the written contract by all parties.
19. **News Releases:** Only Fort Hays State University is authorized to issue news releases relating to this RFP, its evaluation, award and/or performance of the contract.

Section 2 PROPOSAL RESPONSE

1. **Submission of Proposals:** Vendor's proposal shall consist of:
 - **The Technical Proposal and the Cost Proposal must be submitted as two separate files through FHSU's bid solicitation Vendor Registry portal, <https://fhsu.edu/purchasing/bids/index.html>. The files should be identified clearly as "Cost Proposal" or "Technical Proposal" with the RFP number and vendor's name.**
 - **Tax Clearance Certificate (see page 3 for details).**
 - **Please do not send hard copies or a jump drive through the mail.**

Faxed, e-mailed or telephoned proposals are not acceptable.

Vendor's proposal shall be received no later than the time and closing date specified indicated on Page 1.

Proposals received prior to the closing date shall be kept secured and sealed until closing. FHSU shall not be responsible for the premature opening of a proposal or for the rejection of a proposal that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container. Late Technical and/or Cost proposals will be retained unopened in the file and not receive consideration.

It is the vendor's responsibility to ensure bids are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse late bid submissions.

2. **Proposal Format:** Vendors are instructed to prepare their Technical Proposal following the same sequence as this RFP.
3. **Transmittal Letter:** All bidders shall respond to the following statements:
 - (a) the vendor is the prime contractor and identifying all subcontractors;
 - (b) the vendor is a corporation or other legal entity;
 - (c) no attempt has been made or will be made to induce any other person or firm to submit or not to submit a proposal;
 - (d) the vendor does not discriminate in employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin or disability;
 - (e) no cost or pricing information has been included in the transmittal letter or the Technical Proposal;
 - (f) the vendor presently has no interest, direct or indirect, which would conflict with the performance of services under this contract and shall not employ, in the performance of this contract, any person having a conflict;
 - (g) the person signing the proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above-statements;
 - (h) whether there is a reasonable probability that the vendor is or will be associated with any parent, affiliate or subsidiary organization, either formally or informally, in supplying any service or furnishing any supplies or equipment to the vendor which would relate to the performance of this contract. If the statement is in the affirmative, the vendor is required to submit with the proposal, written certification and authorization from the parent, affiliate or subsidiary organization granting the State and/or the federal government the right to examine any directly pertinent books, documents, papers and records involving such transactions related to the contract. Further, if at any time after a proposal is submitted, such an association arises, the vendor will obtain a similar certification and authorization and failure to do so will constitute grounds for termination of the contract at the option of the University;
 - (i) vendor agrees that any lost or reduced state or federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in the RFP, contract or modification shall be accompanied by reductions in University payments to Contractor; and
 - (j) the vendor has not been retained, nor has it retained a person to solicit or secure a state contract on an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the vendor for the

purpose of securing business. For breach of this provision, the Committee shall have the right to reject the proposal, terminate the contract and/or deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

4. **Vendor Information:** The vendor must include a narrative of the vendor's corporation and each subcontractor if any. The narrative shall include the following:
 - (a) date established;
 - (b) ownership (public, partnership, subsidiary, etc.);
 - (c) number of personnel, full and part-time, assigned to this project by function and job title;
 - (d) resources assigned to this project and the extent they are dedicated to other matters;
 - (e) organizational chart;
 - (f) financial statement may be required.
5. **Qualifications:** A description of the vendor's qualifications and experience providing the requested or similar service, including resumes of personnel assigned to the project stating their education and work experience, shall be submitted with the bid. The vendor must be an established firm recognized for its capacity to perform. The vendor must have sufficient personnel to meet the deadlines specified in the Request.
6. **Timeline:** A timeline for implementing services must be submitted with the bid.
7. **Methodology:** Bidders shall submit with the bid, a detailed explanation of the methodology for implementing services.
8. **References:** Provide three to five references who have purchased similar items or services from the vendor in the last year. References shall show firm name, contact person, address, e-mail address and phone number. Vendor employees and Fort Hays State University shall not be shown as references.

Provide a list of clients who have discontinued or terminated services within the past three (3) years, indicating reasons for termination. Provide the firm name, contact person, address, email address and phone number of each referenced organization.
9. **Technical Literature:** All bids shall include specifications and technical literature sufficient to allow the University to determine that the equipment/services meet(s) all requirements. If a requirement is not addressed in the technical literature, it must be supported by additional documentation and included with the bid. Bid responses without sufficient technical documentation may be rejected.
10. **Procurement Card (P-Card):** Presently, Fort Hays State University uses a State of Kansas Business Procurement Card (Visa-branded) in lieu of a state warrant to pay for some of its purchases. No additional charges will be allowed for using the card. **Please indicate on the Signature Sheet if you will accept the Business Procurement Card for payment.**

Section 3
TERMS AND CONDITIONS

1. **Contract Documents:** This RFP and any amendments and the response and any amendments of the Contractor shall be incorporated along with the DA-146a into the written contract which shall compose the complete understanding of the parties.

In the event of a conflict in terms of language among the documents, the following order of precedence shall govern:

- Form DA-146a;
 - written modifications to the executed contract;
 - written contract signed by the parties;
 - this RFP including any and all addenda;
 - any supporting manuals/documents that have been incorporated in this Request; and
 - Contractor's written proposal submitted in response to this RFP as finalized.
2. **Contract:** The successful vendor will be required to enter into a written contract with the University. The vendor agrees to accept the provisions of form DA-146a (Contractual Provisions Attachment) which is incorporated into all contracts with the University and is attached to this RFP.
3. **Contract Formation:** No contract shall be considered to have been entered into by the University until all statutorily required signatures and certifications have been rendered and a written contract has been signed by the successful vendor.
4. **Notices:** All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") which may be required or desired to be given by either party to the other shall be **IN WRITING** and addressed as follows:

Fort Hays State University
Purchasing Office
601 Park Street Sheridan Hall Rm 318
Hays, KS 67601
RE: Bid number see page 1

or to any other persons or addresses as may be designated by notice from one party to the other.

5. **Termination for Cause:** The FHSU Purchasing Director may terminate this contract, or any part of this contract, for cause under any one of the following circumstances:
- the Contractor fails to make delivery of goods or services as specified in this contract; or
 - the Contractor provides substandard quality and/or workmanship;
 - the Contractor fails to perform any of the provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms.

The FHSU Purchasing Director shall provide Contractor with written notice of the conditions endangering performance. If the Contractor fails to remedy the conditions within ten (10) days from the receipt of the notice (or such longer period as FHSU may authorize in writing), the FHSU Purchasing Director shall issue the Contractor an order to stop work immediately. Receipt of the notice shall be presumed to have occurred within three (3) days of the date of the notice.

If it is determined, after notice of termination for cause, that Contractor's failure was due to causes beyond the control of or negligence of the Contractor, the termination shall be a termination for convenience.

6. **Termination for Convenience:** The FHSU Purchasing Director may terminate performance of work under this contract in whole or in part whenever, for any reason, the FHSU Purchasing Director shall determine that the termination is in the best interest of FHSU. In the event that the FHSU Purchasing Director elects to terminate this contract pursuant to this provision, it shall provide the Contractor written notice at least 30 days prior to the termination date. The termination shall be effective as of the date specified in the notice. The Contractor shall continue to perform any part of the work that may have not been terminated by the notice.
7. **Debarment of University Contractors:** Any vendor who defaults on delivery or does not perform in a satisfactory manner as defined in this RFP may be barred for a period up to three (3) years, pursuant to KSA 75-37,103, or have their work evaluated for pre-qualification purposes.
8. **Rights and Remedies:** If this contract is terminated, FHSU, in addition to any other rights provided for in this contract, may require the Contractor to transfer title and deliver to FHSU in the manner and to the extent directed, any completed materials. FHSU shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

In the event of termination, the Contractor shall receive payment prorated for that portion of the contract period services were provided to and/or goods were accepted by FHSU subject to any offset by FHSU for actual damages including loss of state or federal matching funds.

The rights and remedies of FHSU provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

9. **Force Majeure:** The Contractor shall not be held liable if the failure to perform under this contract arises out of causes beyond the control of the Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes, etc.
10. **Waiver:** Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by FHSU shall not constitute a waiver.
11. **Independent Contractor:** Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be construed to be the employees or agents of the other party for any purpose whatsoever.

The Contractor accepts full responsibility for payment of unemployment insurance, workers compensation and social security as well as all income tax deductions and any other taxes or payroll deductions required by law for its employees engaged in work authorized by this contract.

12. **Staff Qualifications:** The Contractor shall warrant that all persons assigned by it to the performance of this contract shall be employees of the Contractor (or specified Subcontractor) and shall be fully qualified to perform the work required. The Contractor shall include a similar provision in any contract with any Subcontractor selected to perform work under this contract.

Failure of the Contractor to provide qualified staffing at the level required by the proposal specifications may result in termination of this contract and/or damages.

13. **Subcontractors:** The Contractor shall be the sole source of contact for the contract. FHSU will not subcontract any work under the contract to any other firm and will not deal with any subcontractors. The Contractor is totally responsible for all actions and work performed by its subcontractors. All terms, conditions and requirements of the contract shall apply without qualification to any services performed or goods provided by any subcontractor.

14. **Proof of Insurance:** Upon request, the vendor shall present Certificates of Insurance to the FHSU Purchasing Office evidencing the following coverage during the performance of the Services:
- (a) Worker's Compensation with statutory limits;
 - (b) Employers Liability, with a minimum \$1,000,000 limit of liability per occurrence;
 - (c) Commercial General Liability, including Contractual Liability coverage, with the following minimum limits of liability: \$1,000,000 per occurrence for Bodily Injury and Property Damage, and \$1,000,000 General Aggregate; and
 - (d) Professional Liability in the minimum amount of \$1,000,000 per claim.
15. **Conflict of Interest:** The Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any professional personnel who are also in the employ of the FHSU and who are providing services involving this contract or services similar in nature to the scope of this contract to the University. Furthermore, the Contractor shall not knowingly employ, during the period of this contract or any extensions to it, any FHSU employee who has participated in the making of this contract until at least two years after his/her termination of employment with FHSU.
16. **Confidentiality:** The Contractor may have access to private or confidential data maintained by FHSU to the extent necessary to carry out its responsibilities under this contract. Contractor must comply with all the requirements of the Kansas Open Records Act in providing services under this contract. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this contract shall be disseminated by either party except as authorized by statute, either during the period of the contract or thereafter. Contractor must agree to return any or all data furnished by FHSU promptly at the request of FHSU in whatever form it is maintained by Contractor. On the termination or expiration of this contract, Contractor will not use any of such data or any material derived from the data for any purpose and, where so instructed by FHSU, will destroy or render it unreadable.
17. **Nondiscrimination and Workplace Safety:** The Contractor agrees to abide by all federal, state and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violations of applicable laws, rules and regulations may result in termination of this contract.
18. **Environmental Protection:** The Contractor shall abide by all federal, state and local laws, rules and regulations regarding the protection of the environment. The Contractor shall report any violations to the applicable governmental agency. A violation of applicable laws, rule or regulations may result in termination of this contract.
19. **Hold Harmless:** The Contractor shall indemnify FHSU against any and all loss or damage to the extent arising out of the Contractor's negligence in the performance of services under this contract and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this contract.
- FHSU shall not be precluded from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or damage to property in the Contractor's custody and control, where such loss or destruction is to state property. The Contractor shall do nothing to prejudice the FHSU's right to recover against third parties for any loss, destruction or damage to State property.
20. **Care of State Property:** The Contractor shall be responsible for the proper care and custody of any state-owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract, and Contractor will reimburse FHSU for such property's loss or damage caused by Contractor, normal wear and tear excepted.
21. **Prohibition of Gratuities:** Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any FHSU employee at any time.

22. **Retention of Records:** Unless FHSU specifies in writing a different period of time, the Contractor agrees to preserve and make available all of its books, documents, papers, records and other evidence involving transactions related to this contract for a period of five (5) years from the date of the expiration or termination of this contract.

Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.

The Contractor agrees that authorized federal and state representatives, including but not limited to, personnel of FHSU; independent auditors acting on behalf of state and/or federal agencies shall have access to and the right to examine records during the contract period and during the five (5) year post-contract period. Delivery of and access to the records shall be at no cost to FHSU.

23. **Antitrust:** If the Contractor elects not to proceed, the Contractor assigns to FHSU all rights to and interests in any cause of action it has or may acquire under the anti-trust laws of the United States and FHSU relating to the particular products or services purchased or acquired by FHSU pursuant to this contract.

24. **Modification:** This contract shall be modified only by the written agreement of the parties with the approval of the PNC. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.

25. **Assignment:** The Contractor shall not assign, convey, encumber, or otherwise transfer its rights or duties under this contract without the prior written consent of the University.

This contract may terminate in the event of its assignment, conveyance, encumbrance or other transfer by the Contractor without the prior written consent of the University.

26. **Third Party Beneficiaries:** This contract shall not be construed as providing an enforceable right to any third party.

27. **Captions:** The captions or headings in this contract are for reference only and do not define, describe, extend, or limit the scope or intent of this contract.

28. **Severability:** If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected and each provision of this contract shall be enforced to the fullest extent permitted by law.

29. **Governing Law:** This contract shall be governed by the laws of the State of Kansas and shall be deemed executed at Hays, Ellis County, Kansas, unless otherwise specified and agreed upon by FHSU.

30. **Jurisdiction:** The parties shall bring any and all legal proceedings arising hereunder in the State of Kansas, District Court of Ellis County, unless otherwise specified and agreed upon by FHSU. The United States District Court for the State of Kansas sitting in Topeka, Shawnee County, Kansas, shall be the venue for any federal action or proceeding arising hereunder in which the State is a party.

31. **Mandatory Provisions:** The provisions found in Contractual Provisions Attachment (DA-146a) which is attached are incorporated by reference and made a part of this contract.

32. **Integration:** This contract, in its final composite form, shall represent the entire agreement between the parties and shall supersede all prior negotiations, representations or agreements, either written or oral, between the parties relating to the subject matter hereof. This contract between the parties shall be independent of and have no effect on any other contracts of either party.

33. **Criminal Or Civil Offense:** Any conviction for a criminal or civil offense of an individual or entity that controls a company or organization or will perform work under this contract that indicates a lack of business integrity or business honesty must be disclosed. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or

subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.

34. **Injunctions:** Should FHSU be prevented or enjoined from proceeding with the acquisition before or after contract execution by reason of any litigation or other reason beyond the control of the University, vendor shall not be entitled to make or assert claim for damage by reason of said delay.
35. **Statutes:** Each and every provision of law and clause required by law to be inserted in the contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then on the application of either party the contract shall be amended to make such insertion or correction.
36. **Materials and Workmanship:** The Contractor shall perform all work and furnish all supplies and materials, machinery, equipment, facilities, and means, necessary to complete all the work required by this solicitation, within the time specified, in accordance with the provisions as specified.

The contractor shall be responsible for all work put in under these specifications and shall make good, repair and/or replace, at the contractor's own expense, as may be necessary, any defective work, material, etc., if in the opinion of Fort Hays State University said issue is due to imperfection in material, design, workmanship or contractor fault.

37. **Industry Standards:** If not otherwise provided, materials or work called for in this contract shall be furnished and performed in accordance with best established practice and standards recognized by the contracted industry and comply with all codes and regulations which shall apply.
38. **Federal, State and Local Taxes:** Unless otherwise specified, the RFP price shall include all applicable federal, state and local taxes. The successful vendor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this RFP. **FHSU is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the vendor's price quotation.**
- The University makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.
39. **Accounts Receivable Set-Off Program:** If, during the course of this contract the Contractor is found to owe a debt to the State of Kansas, agency payments to the vendor may be intercepted / setoff by the State of Kansas. Notice of the setoff action will be provided to the Contractor. Pursuant to K.S.A. 75-6201 et seq., Contractor shall have the opportunity to challenge the validity of the debt. If the debt is undisputed, the Contractor shall credit the account of the agency making the payment in an amount equal to the funds intercepted.

K.S.A. 75-6201 et seq. allows the Director of Accounts & Reports to setoff funds the State of Kansas owes Contractors against debts owed by the Contractors to the State of Kansas. Payments setoff in this manner constitute lawful payment for services or goods received. The Contractor benefits fully from the payment because its obligation to the State is reduced by the amount subject to setoff.

40. **Immigration and Reform Control Act of 1986 (IRCA):** All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the contractor as well as any subcontractor or sub-contractors. The usual method of verification is through the Employment Verification (I-9) Form.

With the submission of this bid, the contractor hereby certifies without exception that such contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at FHSU's option, may subject the contract to termination and any applicable damages.

Unless provided otherwise herein, all contractors are expected to be able to produce to FHSU any documentation or other such evidence to verify Contractor's IRCA compliance with any provision, duty, certification or like under the contract.

41. **Worker Misclassification:** The contractor and all lower tiered subcontractors under the contract shall properly classify workers as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance coverage, unemployment taxes, social security taxes, and income tax withholding. Failure to do so may result in contract termination.
42. **Definitions:** A glossary of common procurement terms used by the State of Kansas is available at <http://da.ks.gov/purch>, under "Purchasing Forms".
43. **Graphic Identity Standards and Use of University Marks:** Compliance with FHSU Graphic Identity Standards and Use of University Marks Policies is required and may not be waived with equivalents.
44. **Definite Quantity Contract:** This Request is for a close-ended contract between the vendor and FHSU to furnish a predetermined quantity of a good or service in a given period of time.
45. **Off-Shore Sourcing:** Bidders shall disclose in their bid response the location where the contracted services will be performed and whether or not any of the work necessary to provide the contracted services will be performed at a site outside the United States.

If, during the term of the contract, the Contractor or subcontractor moves work previously performed in the United States to a location outside of the United States, the Contractor shall immediately notify the FHSU Purchasing Office in writing, indicating the new location and the percentage of work relocated.

46. **On-Site Inspection:** Failure to adequately inspect the premises shall not relieve the successful vendor from furnishing without additional cost to FHSU any materials, equipment, supplies or labor that may be required to carry out the intent of this RFP. Submission of a bid shall be construed as evidence that the vendor has made necessary examination, inspection and investigation. Failure to properly inspect the site may result in rejection of the vendor's bid.
47. **Experience:** All bidders must have a minimum of five (5) years continuous active participation in the applicable industry, providing equipment/services comparable in size and complexity to those specified herein.

Bidders may be required to furnish information supporting the capability to comply with conditions for bidding and fulfill the contract if receiving an award of contract. Such information may include, but not be limited to, a list of similar size and type projects the Bidder has completed.

48. **Prices:** Prices shall remain firm for the entire contract period and subsequent renewals. Prices quoted shall be net delivered, including all trade, quantity and cash discounts. Any price reductions available during the contract period shall be offered to FHSU. Failure to provide available price reductions may result in termination of the contract.
49. **Payment:** Payment Terms are Net 30 days. Payment date and receipt of order date shall be based upon K.S.A. 75-6403(b). This Statute requires Fort Hays State University to pay the full amount due for goods or services on or before the 30th calendar day after the date Fort Hays State University receives such goods or services or the bill for the goods and services, whichever is later, unless other provisions for payment are agreed to in writing by the vendor and Fort Hays State University. NOTE: If the 30th calendar day noted above falls on a Saturday, Sunday, or legal holiday, the following workday will become the required payment date.

Payments shall not be made for costs or items not listed in the vendor's response.

50. **Unit Pricing:** Each item required by the bid must be individually priced (i.e. priced per single unit) and be able to be ordered individually.
51. **Upgrades:** Bidders shall indicate the upgrade price and policy for any software, firmware, or hardware upgrades anticipated for the equipment bid. If the upgrades are provided without cost, this should be indicated.
52. **Shipping and F.O.B. Point:** Unless otherwise specified, bid prices shall be F.O.B. DESTINATION, PREPAID AND ALLOWED (included in the price bid), which means delivered to FHSU's receiving dock or other designated point as specified in this RFP without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.
53. **Deliveries:** All orders shall be shipped FOB destination, prepaid and allowed clearly marked with the purchase order number. If delays in delivery are anticipated, the Contractor shall immediately notify the Fort Hays State University of the revised delivery date or partial delivery date. The order may be cancelled if delivery time is unsatisfactory. The Contractor shall inform the FHSU Purchasing Office of any supply or delivery problems. Continued delivery problems may result in termination of the contract.

In the event delivery minimums apply, bidders shall submit that information with their bid response.

54. **Charge Back Clause:** If the contractor fails to deliver the product within the delivery time quoted on the contract, FHSU reserves the right to purchase the product from the open market and charge back the difference between contract price and open market price to the contractor.
55. **Demonstration Requirements:** A demonstration of the selected devices/equipment/solution for FHSU may be required before final contract approval. FHSU reserves the right to request said devices/equipment/solution fully configured/operational for testing, which shall be furnished at no expense to FHSU within ten (10) days after receipt of request. Devices/equipment will be returned at the bidder's expense if found to be non-compliant with the specifications as set forth in this RFP.
56. **Equipment:** All proposed equipment, equipment options, and hardware expansions must be identified by manufacturer and model number and descriptive literature of such equipment must be submitted with the bid.
57. **Implied Requirements:** All products and services not specifically mentioned in RFP, but which are necessary to provide the functional capabilities described by the specifications, shall be included. Other products required to make the described software functional shall be identified in the vendor's response.
58. **Warranty:** Bidders shall indicate the type and extent of the warranty for all equipment, hardware, software, and services proposed. FHSU requires a "standard" warranty of a specific amount of days, or one (1) year, whichever is greater. This warranty shall be included in the cost of the equipment.

The successful bidder will be the sole point of contact on any problems with the equipment or systems during the warranty period.

The Contractor shall be responsible for all work performed under these specifications. The Contractor shall make good, repair and replace, at the Contractor's own expense, as may be necessary, any defective work, material acceptance, if in the opinion of the FHSU Purchasing Office said defect is due to imperfection in material, design, or workmanship for the warranty period specified.

59. **Acceptance:** No contract provision or use of items by FHSU shall constitute acceptance or relieve the vendor of liability in respect to any expressed or implied warranties.

60. **Ownership:** All data, forms, procedures, software, manuals, system descriptions and work flows developed or accumulated by the Contractor under this contract shall be owned by FHSU. The Contractor may not release any materials without the written approval of FHSU.
61. **Software Code and Intellectual Property Rights:** As applicable, all original software and software code and related intellectual property developed or created by the Contractor in the performance of its obligations under this Contract or any Task Order issued under this Contract, shall become the sole property of the State of Kansas. The Contractor will surrender all original written materials, including any reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded material, used to develop this software and/or software code and related intellectual property to the state entity for which it was developed.
62. **Data:** Any and all data required to be provided at any time during the bid process or contract term shall be made available in a format as requested and/or approved by FHSU.
63. **Submission of the Bid:** Submission of the bid will be considered presumptive evidence that the vendor is conversant with local facilities and difficulties, the requirements of the documents and of pertinent State and/or local codes, state of labor and material markets, and has made due allowances in the RFP for all contingencies. Later claims for labor, work, materials, equipment, and tax liability required for any difficulties encountered which could have foreseen will not be recognized and all such difficulties shall be properly taken care of by Contractor at no additional cost to FHSU.
64. **Certification of Materials Submitted:** The response to this RFP, together with the specifications set forth herein and all data submitted by the vendor to support the response including brochures, manuals, and descriptions covering the operating characteristics of the item(s) proposed, shall become a part of any contract between the successful vendor and FHSU. Any written representation covering such matters as reliability of the item(s), the experience of other users, or warranties of performance shall be incorporated by reference into the contract.
65. **Inspection:** FHSU reserves the right to reject, on arrival at destination, any items which do not conform with specification of this RFP.
66. **New Materials, Supplies or Equipment:** Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, unused in any regard and of most current design. 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.
67. **Vendor Contracts:** Include a copy of any contracts, agreements, licenses, warranties, etc. proposed. (State of Kansas form DA-146a remains a mandatory requirement in all contracts.)
68. **Contract Price:** University-wide contracts are awarded by the FHSU Purchasing Office to take advantage of volume discount pricing for goods and services that have a recurring demand from one or more department. However, if a University department locates a vendor that can provide the **identical item** at a **lower price**, a waiver to "buy off state contract" may be granted by the FHSU Purchasing Office.
69. **Transition Assistance:** In the event of contract termination or expiration, Contractor shall provide all reasonable and necessary assistance to FHSU to allow for a functional transition to another vendor.
70. **Award:** Award will be by line item or group total, whichever is in the best interest of FHSU.
71. **Acceptance:** Acceptance of Bid and Agreement is formalized upon execution of a contract and issuance of an FHSU purchase order, which incorporates all terms of this RFP, and corresponding execution of FHSU marks licensing agreement by the parties.

Section 4 SPECIFICATIONS

Data Analytics Consultant and Solutions

Kansas Small Business Development Center (SBDC) is seeking data analytics services that will enable the SBDC to unify data from multiple sources to determine the impact of COVID-19 on small business clients and to demonstrate the effectiveness of economic recovery projects instituted by the SBDC through funds provided by the CARES Act. The resulting analytics will enable the SBDC to identify types of clients and activities that are the most effective and assist the marketing team in finding more clients who can benefit from similar services. Additionally, through the use of GIS information, demographics and market data, project activities can be scheduled to reach underserved areas more effectively. Information from COVID-19 recovery efforts can ultimately be overlaid with historical data from the SBDC to determine trends and unforeseen impacts of the shutdown and stimulus relief efforts.

The proposed efforts must provide processes that are replicable using standard reports from the various data sources. These processes must ultimately flow into a dynamic analytics tool (e.g. Tableau) to enable the SBDC administration to use exploratory analysis of the data to answer questions from the various funding partners (Small Business Administration, Kansas Department of Commerce, Fort Hays State University, et al).

Outcomes

- 1) Data flow process for converting multiple data reports into a single dataset for analysis
 - a. Process must be replicable for periodic updates of data
 - b. Process should enable additional dataset insertion for data not yet identified
 - c. Process should be documented for use by administrative personnel and/or student interns

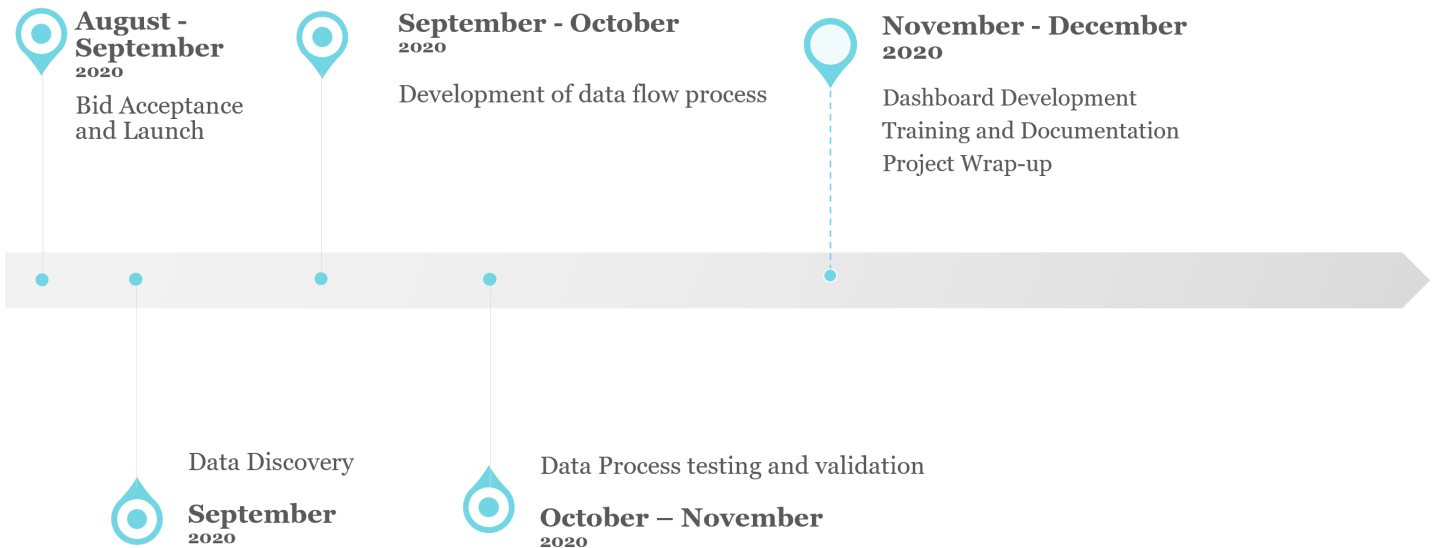
- 2) Data cleansing process and execution
 - a. The data flow must include data cleansing to the extent practical and necessary for consistent data analytics
 - b. The data cleansing step must be thoroughly documented for future use

- 3) Dashboard creation to facilitate regular analysis of trends in key performance metrics
 - a. Dashboard must connect to data flow for easy update of data
 - b. Dashboard must be flexible enough to allow changes in metrics
 - c. Dashboard must include data interpretation guides
 - d. Dashboard must include an instruction sheet to facilitate changes in the future
 - e. Dashboard must be visually appealing and understandable for a wide range of audiences

- 4) Training to key personnel in the use of the tools provided and modification for future needs
 - a. Training must demonstrate how to replicate data flow
 - b. Training must demonstrate how to complete data cleansing process
 - c. Training must demonstrate how to modify dashboards
 - d. Training should demonstrate exploratory analytics consistent with the data sets provided

Project Timeline

CARES Act Project

**Project Technical Information**

Data is contained in three primary sources: Session, Client, and Survey (AKA Docking) all are produced in excel format (direct database access cannot be provided). Training data may be added during the project which captures a significant number of non-clients who may have little more than name and e-mail data. All three sources have unique client identifiers (primary key). Survey data has changed over time to the point where there are longitudinal gaps or drop-offs and beginnings.

An example of the fields contained in each data source follows in part A. An example of the existing Tableau Prep Flow follows in part B.

Areas of Concern:

- 1) Cleaning data to be consistent across data sources and years
- 2) Introducing variables into exploratory analytics for measure that are not uniformly completed (e.g. demographics and other personal data)
- 3) Use of appropriate join to assure validity
- 4) Unions with overlapping data
- 5) Client data is based on the business not the individual which is problematic in tracking serial entrepreneurs
- 6) Multiple variables indicating the same dimension (i.e. COVID loan, COVID Disaster, PPP, EIDL)
- 7) Data input is occurring throughout the project

Part A

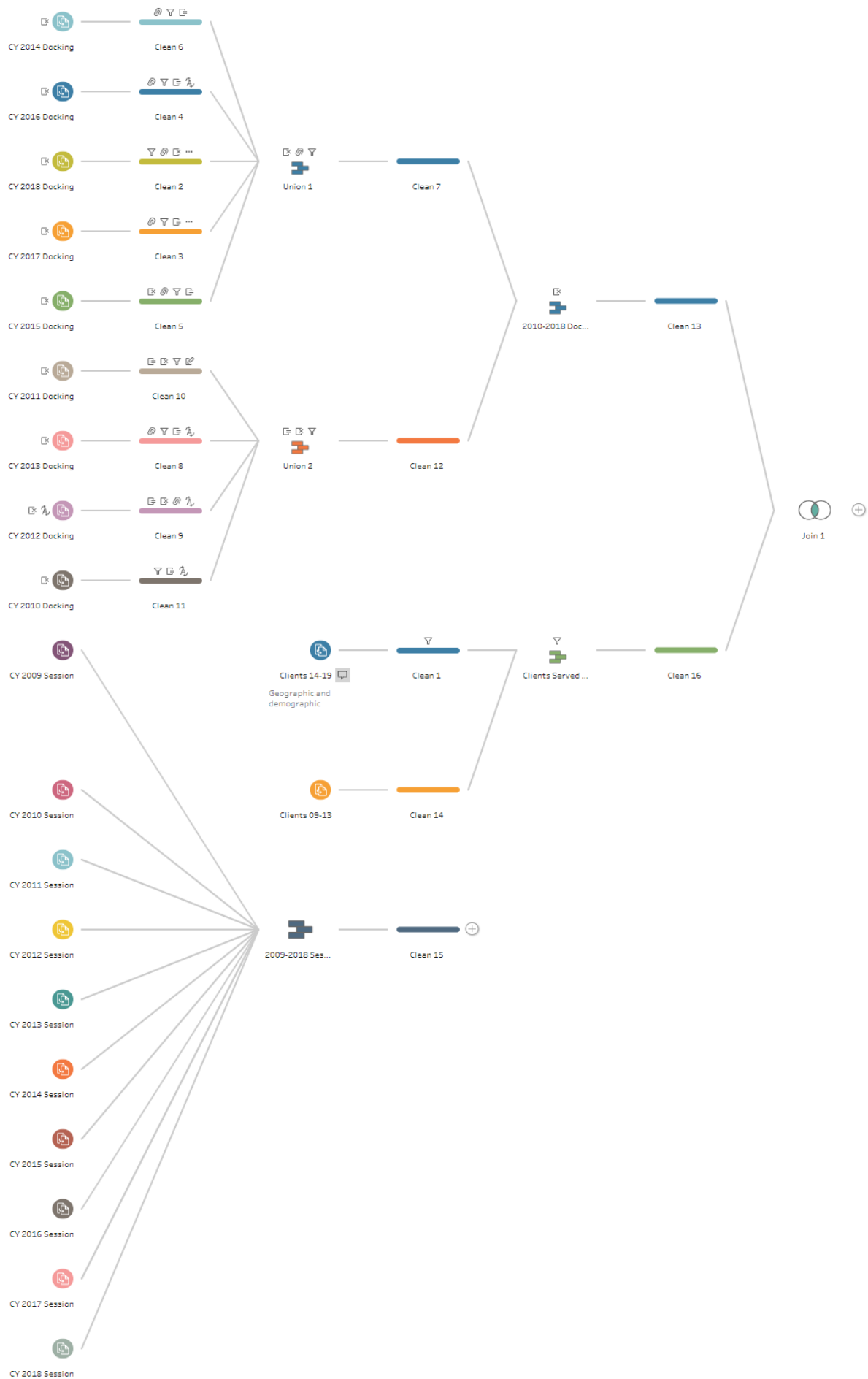
Clients Served		Sessions: 13-15; 16-18	
Client ID	ID	Internal Counseling ID	
Client Type	Dimension	Center ID	ID
Services sought	Dimension	*Enterprise ID (PK)	ID
Name	ID	Client Name ID	ID
Phone	ID	Name	ID
Email	ID	Session Type	Dimension
Start date	Date/measure	Session Date	Measure
Physical address	Location (geo)	Contact Time *	Measure (sum)
County	Location	Prep	Measure
Federal Congress District	Dimension	Travel	Measure
Federal Senate	Dimension	Prep + Travel + Counseling	Calculation
State Congress	Dimension	Physical address	Location
State Senator	Dimension	Counseling Area	Dimension
Mailing address:		Additional Assistance	Dimension
Specialty Services		Counselor Name	Dimension
Rural		Initial Business	Dimension
Encounter in Innovate		Company Start ups	Dimension
Technology		Business Type	Dimension
SBIR		Employees	Measure
GAME		Regions (User defined)	Dimension (geo)
		- Tech	
		- Rural	

Impact (Jobs, Sales, Aff.)
2011
2012
2013
2014
2015
2016
2017
2018
Start Date
Status
Gender
Vet.
<u>Srep</u>
Type
HUB cone
Distressed
Counselor
NAICS

Docking Final
Internal Client ID
Client ID
Client/ <u>Pre Client</u> Type
Center ID
Region
Name
Email
Country
Federal Congress District
State Rep <u>Dist</u>
Initial Bus Starting
Company states
Rural location
Date company established
Year company established
Client signature date
Kansas rural
Specialty service
Affirmation

Surveyed
Both <u>surv</u> + off
Bus Type
CY2018 FT Job
CY2018 PT Job
CY2018 Job etc.
CY2018 Job beta
CY2018 FT Contract
CY2018 PT Contract
CY2018 Annual Jobs
CY2017 FT
CY2017 PT
CY2017 FT Ret
CY2017 PT Ret
CY2017 Sales
Sign < Co. <u>cst.</u>
Client Start & Attributes
<u>Start up</u> milestone
Total cap
<u>Attrib</u> cap
2017 Full + PT
2018 Full + PT
Existing jobs
Start up jobs

Part B



COST PROPOSAL

*Must be submitted separately from the Technical Proposal, unless otherwise specified.
(See Response Section, #1)*

Vendor Name: _____

Provide detailed information and cost for the Data Analytics Consultant and Solutions:

Professional Services _____ \$ _____

Software License and Support _____ \$ _____

Optional Hardware /Software _____ \$ _____

Implementation _____ \$ _____

Training _____ \$ _____

On-Site Facility Setup and Travel _____ \$ _____

Data migration of existing records _____ \$ _____

Other _____ \$ _____

Grand Total \$ _____

State of Kansas
Fort Hays State University
DA-146a (Rev. 12/19)

CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 12/19), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

- 1. Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
- 2. Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require Fort Hays State University or any of its affiliates ("University") to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The terms, conditions, and limitations of liability of the State of Kansas, the University, and their employees are defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
- 3. Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, the University may terminate this agreement at the end of its current fiscal year. The University agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided under the contract for which it has not been paid. The University will pay contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement under this provision, title to any such equipment shall revert to contractor at the end of the University's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
- 4. Kansas Law and Venue:** All matters arising out of or related to this agreement shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit arising out of or related to this agreement shall reside only in courts located in the State of Kansas.
- 5. Required Non-Discrimination Provision:** Contractor agrees to comply with all applicable state and federal anti-discrimination laws. Contractor specifically agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission or if it is determined that the contractor has violated applicable provisions of ADA, such violation(s) shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the University. The provisions of this paragraph (except the provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the University cumulatively total \$5,000 or less during the fiscal year.

Contractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take

affirmative action to employ and advance individuals in employment without regard to race, color, religion, sex, national origin, protected veteran status or disability.

6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the University has agreed to binding arbitration, or the payment of damages or penalties. Further, the University does not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages or rights of action available to the University at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The University shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The University shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require the University to establish a "self-insurance" fund to protect against any such loss or damage.
11. **Information/Confidentiality:** As a state agency, the University's contracts are generally public records. Accordingly, no provision of this contract shall restrict the University's ability to produce this contract in response to a lawful request or from otherwise complying with the Kansas Open Records Act (K.S.A. 45-215 et seq.). Moreover, no provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** The Eleventh Amendment is an inherent and incumbent protection of the State of Kansas and need not be reserved, but the University here reiterates that nothing in or related to this contract shall be deemed a waiver of the Eleventh Amendment.
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.
14. **Privacy of Student Records:** Contractor understands that the University is subject to FERPA (Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g) and agrees to handle any student education records it receives pursuant to this Agreement in a manner that enables the University to be compliant with FERPA and its regulations. Contractor agrees to protect the privacy of student data and educational records in a commercially reasonable manner and shall not transmit, share, or disclose any data about a student without the student's written consent, except to other University officials who seek the information within the context of his/her professionally assigned responsibilities and used within the context of official University business. Contractor shall promptly report to the University any disclosure of University's student educational records.
15. **Boycotts of Israel Prohibited:** Kansas 2018 HB 2482 generally prohibits the University from entering into a contract with a company to acquire or dispose of services, supplies, information technology or construction, unless such company submits a written certification that such company is not currently engaged in a boycott of Israel. For the purposes of this Section, "company" means an organization, association, corporation, partnership, venture or other entity, its subsidiary or affiliate, that exists for profitmaking purposes or to otherwise secure economic advantage. Accordingly, by executing this contract, Contractor hereby certifies that it is not currently engaged in a boycott of Israel.
16. **Harassment Policy:** Fort Hays State University prohibits sexual harassment, discrimination, and retaliation. The University's applicable policies on sexual harassment, discrimination, and retaliation are available at <https://fhsu.edu/policies/documents/harassment-policy/index.pdf> and include the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint. Contractor and its employees, officials, agents, or subcontractors shall at all times comply with the University's policies on sexual harassment, discrimination, and retaliation.