



**ARLINGTON  
VIRGINIA**

**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VIRGINIA 22201**

**NOTICE OF RIDER CONTRACT**

<b>TO:</b> THUNDERCAT TECHNOLOGY, LLC	<b>DATE ISSUED:</b>	<u>SEPTEMBER 28, 2023</u>
1925 ISAAC NEWTON SQUARE, SUITE 180	<b>CURRENT REFERENCE NO:</b>	<u>24-DTS-R-383</u>
RESTON, VA 20190	<b>CONTRACT TITLE:</b>	<u>COMMERCIAL OFF-THE-SHELF (COTS) SOFTWARE</u>

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**THIS IS A NOTICE OF A RIDER CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

Arlington rides the Lead Agency's contract referenced below for the goods and services so referenced. The contract documents consist of this notice and terms and conditions of the Lead Agency Agreement including any attachments or amendments thereto.

**LEAD AGENCY NAME:** COMMONWEALTH OF VIRGINIA

**LEAD AGENCY CONTRACT NUMBER:** VA-180917-TCTL

**EFFECTIVE DATE:** SEPTEMBER 28, 2023

**EXPIRES:** DECEMBER 31, 2024

**RENEWALS:** NO RENEWALS REMAIN.

**LIVING WAGE:** N

**ATTACHMENTS:**

EXHIBIT A – NOTICE OF AWARD, COMMONWEALTH OF VIRGINIA CONTRACT NUMBER VA-180917-TCTL, RENEWALS, MODIFICATIONS, AND COMMONWEALTH OF VIRGINIA REQUEST FOR PROPOSAL 2018-15-COTS

**EMPLOYEES NOT TO BENEFIT:**

**NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.**

---

**VENDOR CONTACT:** MATTHEW EAST

**VENDOR TEL. NO.:** (703) 402-9929

**EMAIL ADDRESS:** [MEAST@THUNDERCATTECH.COM](mailto:MEAST@THUNDERCATTECH.COM)

**COUNTY CONTACT:** ISHAI GUSMAN TRANI

**COUNTY TEL. NO.:** (703) 228-3408

**COUNTY CONTACT EMAIL:** [ITRANI@ARLINGTONVA.US](mailto:ITRANI@ARLINGTONVA.US)

**EXHIBIT A**



*COMMONWEALTH of VIRGINIA*

Nelson P. Moe  
Chief Information Officer  
Email: [cio@vita.virginia.gov](mailto:cio@vita.virginia.gov)

**Virginia Information Technologies Agency**  
11751 Meadowville Lane  
Chester, Virginia 23836-6315  
(804) 416-6100

TDD VOICE -TEL. NO.  
711

**NOTICE OF AWARD**

**DATE:** September 17, 2018  
**RE:** RFP 2018-15  
**AGENCY:** Virginia Information Technologies Agency  
**ITEM:** COTS Software  
**SUPPLIER:** CDWG. Daly. SHI, Thundercat Technology, Digital Information Services

For further information contact VITA, Office of Supply Chain Management, (804) 416-5197.  
Documentation pertaining to this procurement is now available.

Adam Phillips  
Strategic Sourcing Consultant  
Supply Chain Management



# **Information Technology Software Contract**

between

The Virginia Information Technologies Agency

on behalf of

The Commonwealth of Virginia

and

Thundercat Technology

**INFORMATION TECHNOLOGY SOFTWARE CONTRACT  
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## INFORMATION TECHNOLOGY SOFTWARE CONTRACT

THIS INFORMATION TECHNOLOGY SOFTWARE CONTRACT (“**Contract**”) is entered into by and between the Virginia Information Technologies Agency (“**VITA**”) pursuant to §2.2-2012 of the Code of Virginia and on behalf of the Commonwealth of Virginia (“**Commonwealth**”), and Thundercat Technology (“**Supplier**”), a corporation headquartered at 1925 Isaac Newton Square, Suite 180, Reston, Virginia, 20190 to be effective as of Contract Award Date (“**Effective Date**”).

### 1. PURPOSE AND SCOPE

VITA, on behalf of the Commonwealth, is seeking [a] solution that will provide Commercial Off-The-Shelf (“**COTS**”) Software, installation services, training services and manufacturer’s software maintenance. This Contract sets forth the terms and conditions under which Supplier shall provide a COTS Software solution to the Authorized Users.

### 2. DEFINITIONS

#### A. **Acceptance**

Acceptance shall take the form of successful delivery or completed and successful Acceptance testing in conformance with the Requirements as determined by the Authorized User in the applicable order.

#### B. **Agent**

Any third Party independent agent of any Authorized User.

#### C. **Authorized Users**

Except for telecommunications contracts, means all public bodies, including VITA, as defined by §2.2-4301 and referenced by §2.2-4304 and §2.2-2012 of the Code of Virginia. Authorized Users shall include private institutions of higher education that are listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>.

#### D. **Claim**

Any and all losses, damages, claims, demands, proceedings, suits and actions, including any related liabilities, obligations, losses, damages, assessments, fines, penalties (whether criminal or civil), judgments, settlements, expenses (including attorneys’ and accountants’ fees and disbursements), and costs. Collectively, “**Claims**”.

#### E. **Computer Virus**

Any malicious code, program, or other internal component (e.g., computer virus, computer worm, computer time bomb, or similar component), which could damage, destroy, alter or disrupt any computer program, firmware, or hardware or which could, in any manner, reveal, damage, destroy, alter or disrupt any data or other information accessed through or processed by such software in any manner.

#### F. **Commercial Off-The-Shelf (“COTS”) Software**

Software that is general in nature, not broad enterprise applications, non-developmental software which has been created for specific uses and is available to the general public in commercial marketplaces. COTS Software are designed to be implemented easily into existing systems without the need for customization. Programs and code, and any subsequent releases, provided by Supplier under this Contract as set forth in Exhibit B or as described on Supplier's US and International price lists in effect at time of Authorized User's placement

#### G. **Commonwealth**

The Commonwealth of Virginia

#### H. **Commonwealth Indemnified Parties**

Means, collectively and individually, the Commonwealth, VITA, any Authorized User, their officers, directors, agents, and employees.

**I. Confidential Information**

Any confidential or proprietary information of a Party that is disclosed in any manner, including oral or written, graphic, machine readable or other tangible form, to any other Party in connection with or as a result of discussions related to this Contract or any order or SOW issued hereunder, and which at the time of disclosure either:

(i) is marked as being “Confidential” or “Proprietary”;

(ii) is otherwise reasonably identifiable as the confidential or proprietary information of the disclosing Party;

(iii) under the circumstances of disclosure should reasonably be considered as confidential or proprietary information of the disclosing Party;

(iv) is identifiable or should be reasonably considered as protected health information; or

(v) any personally identifiable information, including information about VITA’s employees, contractors, and customers, that is protected by statute or other applicable law.

**J. Contract**

This agreement, including all exhibits, schedules, and attachments, entered into by VITA and Supplier.

**K. Contractor**

The use of the term “Contractor” in any of the following terms, conditions, links, or IRS Publication 1075 means the same as the term “Supplier,” as defined and used in this Contract.

**L. Documentation**

Those materials detailing the information and instructions needed in order to allow any Authorized User and its Agents to install, implement, and make productive use of the Software.

**M. Electronic Self-Help**

Any use of electronic means to exercise Supplier’s license termination rights, if allowable pursuant to the Contract, upon breach or cancellation, termination or expiration of this Contract or any Statement of Work or order placed hereunder.

**N. Effective Date**

The date this Contract goes into full force and effect. This Effective Date will be the later date, if applicable, of the dates upon which this Contract is signed by authorized representatives of VITA and Supplier below.

**O. Federal Tax Information (“FTI”)**

FTI consists of federal tax returns and return information (and information derived from it) that is in the possession or control of any Authorized User, which is covered by the confidentiality protections of the Internal Revenue Code (“IRC”) and subject to the IRC § 6103(p)(4) safeguarding requirements including IRS oversight. FTI is categorized as “Sensitive” but “Unclassified” information and may contain personally identifiable information.

**P. Industrial Funding Adjustment (“IFA”)**

A fee paid by Supplier to cover VITA’s cost of managing the Contract.

**Q. Installation Services**

Services limited to the installation of the COTS Software with only the configuration necessary to ensure that the COTS Software operates properly in an Authorized User’s environment. Installation Services shall not include customization or installation of specific enhancements.

**R. Maintenance Coverage Period (“MCP”)**

The term during which maintenance is to be provided for a unit of Software or Product.



- S. Maintenance Level**  
The defined parameters of Maintenance Services, including the times during which and time-frames in which Supplier shall respond to a request for Maintenance Services. The available Maintenance Levels shall be as defined in Exhibit C hereto or as defined in any Statement of Work or order issued hereunder. The actual Maintenance Level for a unit of Software or Product shall be set forth in the executed order or Statement of Work for Maintenance of that Software or Product referencing this Contract.
- T. Maintenance Services**  
Those services, preventive and remedial, provided or performed by Supplier under the Contract or for an Authorized User in order to ensure continued operation of the Software. Maintenance Services shall include support services.
- U. Party**  
Supplier, VITA or any Authorized User.
- V. Realized Sales**  
Sales under this Contract for which Supplier has received full and complete payment.
- W. Requirements**  
The functional, performance, operational, compatibility, Acceptance testing criteria and other parameters and characteristics of the Product, Software, Solution, Component, Service(s), Application and Licensed Services and Deliverables, as authorized by the Contract and/or as set forth in Exhibit A and/or the applicable Statement of Work or order and such other parameters, characteristics, or performance standards that may be agreed upon in writing by the Parties.
- X. Services**  
Any services, including installation, Software configuration, maintenance, support and training provided by Supplier under this Contract.
- Y. Software Publisher**  
The licensor of the Software, other than Supplier, provided by Supplier under this Contract.
- Z. Statement of Work (“SOW”)**  
Any document in substantially the form of Exhibit D (describing the deliverables, due dates, assignment duration and payment obligations for a specific project, engagement, or assignment that Supplier commits to provide to an Authorized User), which, upon signing by both Parties, shall be deemed a part of the Contract.
- AA. Subcontractor**  
Any group or person that furnishes supplies or services to the Commonwealth on behalf of Supplier or another Subcontractor in performance of this Contract.
- BB. Supplier**  
The entity set forth in the preamble of this Contract and any entity that controls, is controlled by, or is under common control with Supplier.
- CC. Supplier Personnel**  
Any and all of Supplier’s employees, agents, contractors, or subcontractors performing under this Contract.
- DD. Supplier Reporting System (“SRS”)**  
The VITA system used by Supplier to fulfill reporting obligations under this Contract. The SRS can be accessed at the following URL(s): <http://vita2.virginia.gov/procurement/srs/>, or any successor URL(s).
- EE. SWaM**  
Any entity certified by the Commonwealth’s Department of Small Business and Supplier Diversity as a small, women-owned, or minority-owned business, or a small service disabled veteran-

owned business, as defined in § 2.2-4310 or § 2.2-1401 of the Code of Virginia, or a certified micro business as defined in Executive Order Number 20 (2014).

**FF. Term**

The period of time beginning with the Effective Date and lasting for the length of time, including any extension periods, set forth in the “Contract Term” section below during which this Contract will be in full force and effect.

**GG. Transition Out Plan**

The written plan developed by Supplier addressing the transition of Supplier’s contractual obligations, in whole or in part, away from the Supplier and to Authorized User, or its designee, after the expiration or termination of the Contract.

**HH. Transition Period**

The period of time after the expiration or termination of the Contract that, Supplier is obligated to continue providing assistance to Authorized Users so as to transition the Supplier’s contractual obligations, or any portion thereof, to any other supplier.

**II. Update**

Any update, modification or new release of the Software, System Software, Application, Documentation, or Supplier Product that Supplier makes generally available to its customers at no additional cost. Software Updates include patches, fixes, upgrades, enhancements, improvements, or access mode, including without limitation additional capabilities to or otherwise improve the functionality, increase the speed, efficiency, or base operation of the Software.

**JJ. VITA**

The Virginia Information Technologies Agency, an agency of the Commonwealth of Virginia pursuant to Chapter 20.1 (§§ 2.2-2005 et seq.) of the Code of Virginia, or any successor agency.

**KK. Warranty Period**

The term during which maintenance is to be provided by Supplier for a unit of Software.

**3. TERM AND TERMINATION**

**A. Contract Term**

This Contract is effective and legally binding as of the Effective Date and, unless terminated as provided for in this section, shall continue to be effective and legally binding for a period of two (2) years. VITA, in its sole discretion, may extend this Contract for up to three (3) additional 1-year periods after the expiration of the initial two (2) year period. VITA will issue a written notification to the Supplier stating the extension period 30 days prior to the expiration of any current term. In addition, performance of an order or SOW issued during the term of this Contract may survive the expiration of the term of this Contract, in which case all contractual terms and conditions required for the operation of such order or SOW shall remain in full force and effect until all of Supplier’s obligations pursuant to such order or SOW have met the final Acceptance criteria of the applicable Authorized User.

**B. Termination for Convenience**

VITA may terminate this Contract, in whole or in part, or any order or SOW issued hereunder, in whole or in part, or an Authorized User may terminate an order or SOW, in whole or in part, upon not less than 30 days prior written notice at any time for any reason. Any termination under this provision will not affect the rights and obligations attending any order or SOW outstanding at the termination date.

**C. Termination for Breach**

In the event of breach by the Supplier, VITA will have the right to terminate this Contract, in whole or in part, and an Authorized User may terminate an order or SOW issued hereunder, in whole or in part. Supplier will be deemed in breach in the event that Supplier fails to meet any material obligation set forth in this Contract or in any order or SOW issued hereunder. Any termination under the provisions of this section will be deemed a “Termination for Breach”.

If VITA deems the Supplier to be in breach, VITA shall provide Supplier with notice of breach and allow Supplier 15 business days to cure the breach. If Supplier fails to cure the breach as noted, VITA may immediately terminate this Contract or any order or SOW issued pursuant to this Contract, in whole or in part. If an Authorized User deems the Supplier to be in breach of an order or SOW, that Authorized User shall provide Supplier with notice of breach and allow Supplier 15 business days to cure the breach. If Supplier fails to cure the breach as noted, the Authorized User may immediately terminate its order or SOW, in whole or in part. In addition, if Supplier is found by a court of competent jurisdiction to be in violation of or to have violated 31 U.S.C. § 1352, or if Supplier becomes a party excluded from Federal Procurement and Nonprocurement Programs, VITA may immediately terminate this Contract, in whole or in part, for breach, and VITA shall provide written notice to Supplier of such termination. Supplier shall provide prompt written notice to VITA if Supplier is charged with violation of 31 U.S.C. § 1352, or if federal debarment proceedings are instituted against Supplier.

**D. Termination for Non-Appropriation of Funds**

All payment obligations from public bodies under this Contract are subject to the availability of legislative appropriations at the federal, state, or local level, for this purpose. In the event of non-appropriation of funds, irrespective of the source of funds, for the items under this Contract, VITA may terminate this Contract, in whole or in part, or any order or SOW, in whole or in part, or an Authorized User may terminate an order or SOW, in whole or in part, for those goods or services for which funds have not been appropriated. Written notice will be provided to the Supplier as soon as possible after legislative action is completed.

**E. Effect of Termination**

Upon termination, neither the Commonwealth, nor VITA, nor any Authorized User shall have any future liability except for Deliverables accepted by the Authorized User or Services, including as applicable, Licensed Services and Maintenance Services, rendered by Supplier and accepted by the Authorized User prior to the termination date.

In the event of a Termination for Breach or Termination for Default, Supplier shall accept return of any Deliverable that was not accepted by the Authorized User(s), and Supplier shall refund any monies paid by any Authorized User for such Deliverable, and all costs of de-installation and return of Deliverables shall be borne by Supplier.

**F. Termination by Supplier**

In no instance will termination by Supplier be considered. Failure by an Authorized User to make timely payments owed to Supplier for its performance under this Contract will constitute a breach by that Authorized User. Supplier's remedy for a breach is limited to the remedies set forth in § 2.2-4363 of the Code of Virginia and the "Remedies" section of this Contract below.

**G. Transition of Services**

Prior to or upon expiration or termination of this Contract and at the request of VITA, Supplier shall provide all assistance as VITA or such Authorized User may reasonably require to transition the Supplier's contractual obligations, or any portion thereof, as requested by VITA or such Authorized User, to any other supplier with whom VITA or such Authorized User contracts for provision Of Software-related services. This obligation may extend beyond expiration or termination of the Contract for a period not to exceed 6 months. If this Contract includes Supplier's provision of licensed products, Supplier agrees that, without the expressed prior consent of VITA or such Authorized User, no action will be taken by Supplier to restrict or terminate the use of such licensed products after the date of expiration or termination of the Contract and/or during any Transition Period in which Supplier is contractually committed to work with VITA or any Authorized User. VITA or any Authorized User agree to pay for any additional maintenance or licensing fees during any Transition Period at the hourly rate or a charge agreed upon by Supplier and VITA or such Authorized User. Supplier must provide all reasonable transition assistance requested by VITA or such Authorized User to allow for the expired or terminated portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to VITA or any Authorized User. Such transition assistance will be deemed by the parties to be governed by the terms and conditions of this Contract, except for those terms or conditions that do not reasonably apply to such transition

assistance. Further, any period of transition will not affect VITA's or any Authorized User's rights in regards to any purchased Software Perpetual Licenses which are paid in full.

**H. Contract Kick-Off Meeting**

Within 30 days of Contract award, Supplier may be required to attend a contract orientation meeting, along with the VITA contract manager/administrator, the VITA and/or other agency project manager(s) or authorized representative(s), technical leads, VITA representatives for SWaM and Sales/Industrial Funding Adjustment (IFA) reporting, as applicable, and any other significant stakeholders who have a part in the successful performance of this Contract. The purpose of this meeting will be to review all contractual obligations for both parties, all administrative and reporting requirements, and to discuss any other relationship, responsibility, communication and performance criteria set forth in the Contract. The Supplier may be required to have its assigned account manager as specified in Section 6.0 and a representative from its contracts department in attendance. The time and location of this meeting will be coordinated with Supplier and other meeting participants by the VITA contract manager.

**I. Transition Out Plan**

Within three (3) months of the Effective Date, Supplier will develop and distribute to the applicable Authorized User a Transition Out Plan. The Supplier will maintain the Transition Out Plan throughout the Term, and update the Transition Out Plan as needed and subject to Authorized User's approval.

**J. Contract Closeout**

Prior to the contract's expiration date, Supplier may be provided contract close out documentation and shall complete, sign and return to VITA Supply Chain Management within 30 days of receipt. This documentation may include, but not be limited to: Patent/Royalty Certificate, Tangible Property/Asset Certificate, Escrow Certificate, SWaM Subcontracting Certification of Compliance, Sales Reports/Industrial Funding Adjustments (IFA) Payments Completion Certificate, and Final Payment Certificate. Supplier is required to process these as requested to ensure completion of close-out administration and to maintain a positive performance reputation with the Commonwealth of Virginia. Any closeout documentation not received within 30 days of Supplier's receipt of the Commonwealth's request will be documented in the contract file as Supplier non-compliance. Supplier's non-compliance may affect any pending payments due the Supplier, including final payment, until the documentation is returned.

**4. SUPPLIER PERSONNEL**

**A. Selection and Management of Supplier Personnel**

Supplier shall ensure that all Supplier Personnel performing under this Contract are competent and knowledgeable of the contractual arrangements and the applicable order or SOW between Authorized User and Supplier. Supplier acknowledges that Supplier is the employer of all Supplier Personnel and shall have the sole responsibility to supervise, counsel, discipline, review, evaluate, set the pay rates of, provide (to the extent required by law) health care and other benefits for, and terminate the employment of Supplier Personnel. Supplier shall be solely responsible for the supervision and conduct of Supplier Personnel, including all acts, omissions, gross negligence, and willful misconduct of Supplier Personnel. Additionally, Supplier shall ensure that Supplier Personnel comply with the appropriate Authorized User's site security, information security and personnel conduct rules, as well as applicable federal, state and local laws, including export regulations. Authorized User reserves the right to require the immediate removal from such Authorized User's premises of any Supplier Personnel whom such Authorized User believes has failed to comply with the above or whose conduct or behavior is unacceptable or unprofessional or results in a security or safety breach.

**B. Supplier Personnel Supervision**

Supplier acknowledges that Supplier or any of its agents, contractors, or subcontractors, is and shall be the employer of Supplier personnel, and shall have sole responsibility to supervise, counsel, discipline, review, evaluate, set the pay rates of, provide (to the extent required by law) health care and other benefits for, and terminate the employment of Supplier personnel. Neither

VITA nor an Authorized User shall have any such responsibilities for Supplier or subcontractor personnel.

**C. Key Personnel**

An order or SOW may designate certain of Supplier's personnel as "Key Personnel" or "Project Managers". Supplier's obligations with respect to Key Personnel and Project Managers shall be described in the applicable order or SOW. Failure of Supplier to perform in accordance with such obligations may be deemed a default of this Contract or of the applicable order or SOW.

**D. Subcontractors**

Supplier shall not use subcontractors to perform its contractual obligations under the Contract or any order or SOW issued thereunder unless specifically authorized in writing to do so by the Authorized User. If an order or SOW issued pursuant to this Contract is supported in whole or in part with federal funds, Supplier shall not subcontract to any subcontractor that is a Party excluded from Federal Procurement and Non-procurement Programs. In no event shall Supplier subcontract to any subcontractor which is debarred by the Commonwealth of Virginia or which owes back taxes to the Commonwealth and has not made arrangements with the Commonwealth for payment of such back taxes.

If Supplier subcontracts the provision of any performance obligation under this Contract to any other Party, Supplier will (i) act as prime contractor and shall be the sole point of contact with regard to all obligations under this Contract, and (ii) hereby represents and warrants that any authorized subcontractors shall perform in accordance with the warranties set forth in this Contract.

**5. NEW TECHNOLOGY**

**A. Access to New Technology**

Supplier will bring to VITA's attention any new products or services within the scope of the Contract that it believes will be of interest to VITA and will work to develop proposals for the provision of any such products or services as VITA requests.

**B. New Service Offerings Not Available from Supplier**

If new or replacement product or service offerings become available to VITA under the scope of the Contract, and cannot be competitively provided by the Supplier, VITA may purchase such new or replacement products or services from a third Party, and Supplier will reasonably assist VITA to migrate to such products or services, if VITA elects to use such new or replacement product or service offerings.

If VITA elects to acquire new products or services as described in the above paragraph and such services replace existing Supplier-provided services, discount tiers and any commitments (as applicable per the Contract) will be reduced to reflect reductions in purchases of the replaced products or services.

**6. SOFTWARE LICENSE**

If Authorized User is an agency as defined by §2.2-2006 and legislative, judicial and independent agencies of the Commonwealth, board, commission, or other quasi-political entity of the Commonwealth of Virginia or other body referenced in Title 2.2 of the Code of Virginia, the license shall be held by the Commonwealth. If Authorized User is a locality, municipality, school, school system, college, university, local board, local commission, or local quasi-political entity, the license shall be held by that public body. If Authorized User is a private institution of higher education which is listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>, the license shall be held by that private institution.

**A. License Grant**

(Option 1 -Software licensed by Supplier)

Supplier grants to the Commonwealth and all Authorized Users a fully paid, perpetual, worldwide, nonexclusive, transferable, irrevocable object code license to use, copy, modify, transmit and distribute the Software and Documentation including any subsequent revisions, in accordance

with the terms and conditions set forth herein and subject only to the limitations and/or restrictions explicitly set forth in this Contract. It is expressly understood that "perpetual" license rights shall commence upon delivery of the Software to the Authorized User and shall exist in perpetuity unless otherwise terminated in accordance with the applicable provisions of the Contract. The Software is the property of Supplier, and no title or ownership of the Software or any of its parts, including Documentation, shall transfer to the Commonwealth or any Authorized User.

The Commonwealth and all Authorized Users shall have the right to use, copy, modify, transmit and distribute the Software for their benefit, for government use and purposes, and for the benefit of their Agents, including internal and third-Party information processing.

The Commonwealth and any Authorized User may allow access to the Software by third Party vendors who are under contract with an Authorized User to provide services to or on behalf of such Authorized User, or by other entities as required for conducting the business of government. Access includes loading or executing the Software on behalf of such Authorized Users or their Agents.

The license fee includes a test system copy, which consists of the right to use the Software for non-production test purposes, including but not limited to, problem/defect identification, remediation, and resolution, debugging, new version evaluation, Software interface testing, and disaster recovery technique analysis and implementation.

In the event that all of an Authorized User's copies of the Software, including all backup copies, are destroyed, irreparably damaged or otherwise lost due to fire, explosion, sabotage, flood or other disaster, Supplier shall provide to such Authorized User, at no additional cost, replacement copies of the Software and Documentation. Nothing contained in this Section shall obligate Supplier to replace or assist in the recovery of data lost concurrent with the loss of the Software.

An Authorized User may make a reasonable number of copies of the Software and Documentation for use in training, support, demonstrations, backup, archiving, disaster recovery and development, and may run the Software concurrently at a back-up site, for no additional license fees or costs. Such Authorized User agrees that any copies of the Software or Documentation that it makes under this Contract shall bear all copyright, trademark and other proprietary notices included therein by Supplier. An Authorized User may add its own copyright or other proprietary notice, or copyright or other proprietary notice of the Commonwealth, to any copy of the Software or Documentation, which contains modifications to which the Commonwealth or such Authorized User has ownership rights pursuant to this Contract.

Except as expressly authorized, an Authorized User shall not distribute the Software to any third Party without Supplier's prior written consent.

Except as provided or allowed by law, no Party shall reverse engineer, decompile, disassemble, or otherwise attempt to derive source code or other trade secrets from any software or other intellectual property of any other Party.

[end Option 1]

[Option 2-Software licensed by Software Publisher] Any Software provided by Supplier as part of its Solution, that is licensed directly from the Software Publisher through an End User Licensing Agreement (EULA) shall be subject to the License Agreement Addendum (LAA) attached hereto as Exhibit E. Supplier shall have sole responsibility for ensuring that any such Software Publisher executes the LAA. The Software Publisher's EULA, along with the LAA executed by Software Publisher shall be added to Exhibit F for reference, but shall not become a part of this Contract.  
[end Option 2]

Nothing contained herein shall be construed to restrict or limit the rights of the Commonwealth or any Authorized User to use any technical data, which the Commonwealth or such Authorized User may already possess or acquire under proper authorization from other sources.

Compliance with the terms and conditions of any license granted pursuant to this Contract is solely the responsibility of the Authorized User which purchased such license or for which such license was purchased and not the responsibility of VITA, unless VITA purchased such license on its own behalf.

**B. License Type**

All licenses granted, regardless of the type, include all uses set forth above. License type may vary by Software product and shall be set forth in Exhibit B and identified on any order or SOW issued pursuant to this Contract. [Remember, license applies only to the pre existing code, not the new work created by Supplier for the Commonwealth.] [Note: The license types defined herein are examples and are not intended to limit the type of license offered by Supplier or requested by VITA.]

[option C1 - Designated CPU License]

The license(s) granted under this Section authorizes use of the Software only on the number of CPU(s) listed in the applicable order or SOW. An Authorized User may transfer the Software to a different machine to the extent that the license price for such new CPU(s) is equivalent to the CPU(s) initially licensed. If the licensed CPU is inoperative because of (i) malfunction, (ii) performance of maintenance, or (iii) modification to the licensed CPU, or (iv) because the Software is being transferred to another CPU, such Authorized User may use the Software on a replacement CPU as long as required by the mentioned conditions.

[option C2 - Concurrent User License]

The license(s) granted under this Section authorizes use of the Software on any system based on the total number of Concurrent Users. The number of "Concurrent Users" is defined as the maximum number of concurrent Sessions connected at a given point in time. A "Session" is defined as an active user executing the Software. The Authorized User shall specify an initial number of Concurrent User licenses in its initial order or SOW pursuant to this Contract. An Authorized User may increase the number of Concurrent User licenses upon issuing an order or SOW for additional Concurrent User licenses. The license fee for additional Concurrent User licenses and payment of the license fee is set forth on Exhibit B.

[option C3 – Site License]

The license(s) granted under this Section authorizes use of the Software on any system located at the "Site" as such term is defined in the applicable order or SOW.

[option C4 – Project Specific License]

The Project Specific License authorizes use of the Software on any CPU; system owned or opted by the Commonwealth or an Authorized User, and by any user, without limitation as to quantity or location for Project \_\_\_\_\_.

[option C5 – Enterprise Wide License]

The Enterprise Wide License authorizes use of the Software on any CPU, on any system, and by any user within the "Enterprise", as such term is defined in the applicable order or SOW, without limitation as to the quantity or location or project.

**C. Authorized User Compliance**

Compliance with the terms and conditions of any license granted pursuant to this Contract is solely the responsibility of the Authorized User that purchased the license or for whom that license was purchased. VITA will have no responsibility for compliance with the terms and conditions of the purchased license, unless VITA purchased the license on its own behalf.

**D. No Subsequent, Unilateral Modification of Terms by Supplier ("Shrink Wrap")**

The terms and conditions set forth in this section supersede and govern the licensing and delivery of all Software pursuant to this Contract. The terms and conditions of this Contract will supersede any other provision or other unilateral license terms that may be issued by Supplier after the Effective Date, regardless of when those provisions were proposed or the fact that another agreement may be affixed to, or accompany, Software upon delivery ("shrink wrap").

**E. Reservation of Rights**

Nothing contained in this section will be construed to restrict or limit the rights of the Commonwealth or any Authorized User to use any technical data that the Commonwealth or Authorized User may already possess or acquire under proper authorization from other sources.

## 7. GENERAL WARRANTY

Supplier warrants and represents to VITA that Supplier will fulfill its contractual obligations and meet all needed requirements as described in Exhibit A as follows:

### A. Ownership

Supplier has the right to perform and provide all contractual obligations and provide all needed services and products without violating or infringing any law, rule, regulation, copyright, patent, trade secret or other proprietary right of any third Party.

### B. Covered Period

During the Warranty Period of one (1) year, or as specified in the applicable order or SOW, Supplier warrants that the Software shall meet or exceed the Requirements. Supplier shall correct, at no additional cost to any Authorized User, all errors identified during the warranty period that result in supplier's failure to meet the Requirement or its contractual obligations.

### C. Performance Warranty

Supplier warrants and represents the following with respect to Performance:

- i. All contractual obligations shall be performed with care, skill and diligence, consistent with or above applicable professional standards currently recognized in Supplier's profession, and Supplier shall be responsible for the professional quality, technical accuracy, completeness and coordination of all plans, information, specifications, Deliverables and Services furnished under this Contract;
- ii. All contractual obligations pursuant to a particular Request for Proposal ("RFP") or Invitation for Bid ("IFB"), quote, or Request for Quote (RFQ), and any associated Deliverables shall be fit for the particular purposes specified by VITA in the RFP/IFB and in this Contract and, if applicable, by the Authorized User requesting such quote or issuing such RFQ, and Supplier is possessed of superior knowledge with respect to its contractual obligations and is aware that all Authorized Users are relying on Supplier's skill and judgment in providing its contractual obligations;

### D. Documentation and Deliverables

Supplier warrants the following with respect to Software:

- i. The Software is pursuant to a particular Request for Proposal ("RFP") therefore such Software shall be fit for the particular purposes specified by VITA, and Supplier is possessed of superior knowledge with respect to the Software and is aware that all Authorized Users are relying on Supplier's skill and judgment in providing the Software;
- ii. If the RFP specified or Exhibit A specifies the hardware equipment an Authorized User shall use to run the Software, then Supplier warrants the Software, and any subsequent release, is compatible with and shall perform as stated with such hardware for a period of five (5) years of the Effective Date. In no event, however, will Supplier be liable for the failure of Software if the failure is due to changes in the hardware or use of third party software by such Authorized User.
- iii. The Software provided pursuant to this Contract is at the current release level unless an Authorized User specifies an older version in its order or SOW, in which case item (ii) shall not apply and the older version of the Software, and any subsequent release, is compatible with and shall perform as stated with any hardware specified in the applicable order or SOW for a period of 5 years of the date of such order or SOW;
- iv. No corrections, work arounds or future Software releases provided by Supplier under the warranty provisions or under maintenance or support services shall degrade the Software, cause any other warranty to be breached, or require an Authorized User to acquire additional hardware equipment or software;
- v. Supplier warrants that the Documentation and all modifications or amendments thereto which Supplier is required to provide under this Contract shall be sufficient in detail and content to allow an Authorized user to load/use/operate the Software without reference to any other materials or information.



**E. Malicious Code**

Supplier has used its best efforts through quality assurance procedures to ensure that there are no Computer Viruses or undocumented features in the Software as obligated and provided by Supplier under the order or SOW, at the time of delivery to the Authorized User. Supplier warrants that the Software as obligated and provided by Supplier under the order or SOW does not contain any embedded device or code (e.g., time bomb) that is intended to obstruct or prevent any Authorized User's use of the Software.

Notwithstanding any rights granted under this Contract or at law, Supplier hereby waives under any and all circumstances any right it may have or may hereafter have to exercise Electronic Self-Help. Supplier agrees that an Authorized User may pursue all remedies provided under law in the event of a breach or threatened breach of this Section, including injunctive or other equitable relief.

**F. Open Source**

Supplier will notify all Authorized Users if the Software contains any Open Source code and identify the specific Open Source License that applies to any embedded code dependent on Open Source code, provided by Supplier under this Contract.

**G. Supplier's Viability**

Supplier warrants that it has the financial capacity to perform and continue to perform its obligations under this Contract; that Supplier has no constructive or actual knowledge of a potential legal proceeding being brought against Supplier that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

**H. Supplier's Past Experience**

Supplier warrants that it has met similar contractual obligations and fulfilled the Requirements as set forth in Exhibit A and in this Contract, in similar or greater complexity, to other customers without significant problems due to Supplier's performance and without causing a contractual breach or default claim by any customer.

**THE OBLIGATIONS OF SUPPLIER UNDER THIS GENERAL WARRANTY SECTION ARE MATERIAL. SUPPLIER MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY CONCERNING MERCHANTABILITY OR FITNESS FOR ANY OTHER PARTICULAR PURPOSE.**

**8. DELIVERY AND INSTALLATION**

**A. Scheduling**

Supplier shall deliver Software and perform the Services according to the delivery dates set forth on the appropriate order or SOW.

**B. Installation of Software**

**1. Supplier Installation of Software**

The Software license fee listed in Exhibit B includes initial installation. Supplier shall install the Software in accordance with the installation schedule set forth in the applicable order or SOW. Supplier shall conduct its standard appropriate diagnostic evaluation at the Authorized User's user site to determine that the Software is properly installed and fully ready for productive use, and shall supply the Authorized User with a copy of the results of the diagnostic evaluation promptly after completion of installation.

Supplier agrees that failure to install the Software in accordance with the delivery schedule in the applicable order or SOW constitutes a material breach of this Contract resulting in damages to the Authorized User. As an estimate of the damages the affected Authorized User will suffer, Supplier agrees to credit an affected Authorized User an amount equal to **XX** percent (XX%) of the total license fee, for each day the Software is undelivered or delivered but non-operational for a period of 30 calendar days following the agreed upon delivery date. If the delay exceeds than 30 calendar days, the affected Authorized User may immediately cancel the order or SOW and collect the damages for that period of late delivery. The affected Authorized User may also

pursue any and all other remedies available at law or in equity for delays lasting longer than 30 calendar days or for non-delivery.

## 2. Authorized User Installation of Software

For Software that an Authorized User elects to install itself or to contract with a third Party to perform installation services, the Software will be deemed to be installed when all programs, program libraries and user interfaces are copied to and initialized on the appropriate equipment as executable by having the ordering Authorized User, its Agent, or its third Party installer invoke the primary function of each major component of the Software or when Acceptance criteria have been met. Authorized User shall provide to Supplier written notice of Acceptance upon completion of installation and successful Acceptance testing.

### C. Documentation of Software Configuration

If the Services include configuration of Software by Supplier, Supplier shall provide Documentation containing a description of the configuration to the appropriate Authorized User. The Documentation must be of sufficient detail so that any appropriately trained employee or Agent of any Authorized User may reconstruct the configuration of the Software.

## 9. ACCEPTANCE AND CURE PERIOD

### A. Acceptance

Software is deemed accepted when the Authorized User determines, in writing, that the Software successfully operates in accordance with the Requirements. The Authorized User will commence Acceptance testing within five (5) calendar days after receipt of the Software, or within such other period as set forth in the applicable SOW or order. The Acceptance testing period for the first instance of each product type set forth in Exhibit B will last no longer than fifteen (15) calendar days, unless a longer period is agreed to in writing between Authorized User and Supplier. Supplier shall provide Authorized User with any assistance and advice the Authorized User may reasonably require Throughout the Acceptance testing period, Supplier shall provide to the Authorized User any assistance and advice as the Authorized User may reasonably require. Supplier shall provide this assistance and advice at no additional cost, other than pre-approved travel expenses incurred which are reimbursable by the Authorized User pursuant to the terms and conditions of the "Reimbursement of Expenses" section of this Contract below. Authorized User shall provide to Supplier written notice of Acceptance upon completion of successful Acceptance testing. In the event that Authorized User fails to provide Supplier written notice of successful or unsuccessful Acceptance testing within five (5) business days following the end of the Acceptance testing period, the Software will be deemed Accepted.

### B. Cure Period

Supplier shall correct any non-conformities identified during Acceptance testing and re-submit the corrected Software for re-testing within seven (7) calendar days of the appropriate Authorized User's written notice of non-conformance, or as otherwise agreed between the Authorized User and Supplier in the applicable order or SOW. In the event Supplier fails to cure the non-conformity or deliver Software that meets the Requirements, the Authorized User may, in its sole discretion: (i) reject the Software in its entirety and recover amounts previously paid to Supplier; (ii) issue a "partial Acceptance" of the Software with an equitable adjustment in the price to account for any deficiency; or (iii) conditionally accept the applicable Software while reserving its right to revoke Acceptance if timely correction is not forthcoming. Failure of the Software to meet, in all material respects, the Requirements after the second set of Acceptance tests will constitute a breach by Supplier and the Authorized User may, at its sole discretion, terminate its order or SOW, in whole or in part, for the Software and Services to be provided by Supplier.

## 10. WARRANTY SERVICES

At any time during the Warranty Period of one (1) year after Acceptance, Supplier shall provide the following warranty services (including unlimited telephonic support and all necessary travel and labor) without additional charge to any Authorized User to maintain the Software in accordance with the Requirements. During the Warranty Period, Supplier shall perform these services without additional charge to any Authorized User other than pre-approved travel expenses incurred which are

reimbursable by the Authorized User pursuant to the terms and conditions of the "Reimbursement of Expenses" section of this Contract below.

**A. Known Defects**

Supplier shall promptly notify all Authorized Users of any defects or malfunctions in the Software or Documentation of which it learns from any source other than an Authorized User and provide to all Authorized Users a correction of any such defects or malfunctions, or a work around until a correction is available, within 5 days of Supplier's knowledge of such defect or malfunction.

**B. New Releases**

No later than the first day of general release, Supplier shall provide to all Authorized Users copies of the Software and Documentation revised to reflect any enhancements, including all new releases, upgrades, and access modes, to the Software made by Supplier, including, without limitation, modifications to the Software which can increase the speed, efficiency or base of operation of the Software or add additional capabilities to or otherwise improve the functionality of the Software.

**C. Coverage**

Supplier shall provide all reasonably necessary telephone or written consultation requested by any Authorized Users in connection with use, problems, and operation of the Software. Supplier is obligated to provide coverage under this provision from 8 a.m. to 5 p.m., Monday through Friday, excluding Commonwealth holidays.

**D. Service Levels**

Supplier shall respond to problems with the Software identified by an Authorized User in no more than one (1) hour after notification. Supplier shall resolve all problems according to the following:

- i. Priority 1 (Software inoperable) within six (6) hours
- ii. Priority 2 (certain processing interrupted or malfunctioning but Software able to process) within 24 hours
- iii. Priority 3 (minor intermittent malfunctioning, Software able to process data) within three (3) days.

The level of severity (e.g., 1, 2, 3), shall be defined by such Authorized User.

**E. Warranty Remedies**

If the Software fails to conform in all material respects to the Requirements or the applicable order or SOW, Authorized User shall provide written notification of the failure to Supplier. If Supplier is unable to make the Software conform within 30 calendar days of receiving Authorized User's notice, Supplier shall cancel the license to the Software and accept return of the Software and Documentation at the Authorized User's request. Supplier shall return all monies paid by the affected Authorized User for the non-conforming Software and Documentation and any other related Service(s) rendered unusable.

**11. MAINTENANCE SERVICES**

At any time during the Maintenance Coverage Period, Supplier shall provide Maintenance Services to maintain the Software in accordance with the Requirements and to provide upgrades, updates, and new releases as they are made generally available. Exhibit B.

Throughout the MCP, Supplier shall provide the Maintenance Services at the prices identified in Exhibit B attached to this Contract. The prices identified in Exhibit B are inclusive of all necessary labor and, unless otherwise provided, all necessary travel. In the event travel is not included in the prices identified in Exhibit B, all travel expenses must be pre-approved and are reimbursable by the Authorized User pursuant to the terms and conditions of the "Reimbursement of Expenses" section of this Contract below.

In addition to the minimum Maintenance Services described in this section, Supplier may offer additional maintenance and support services. These additional offerings, and Supplier's Exhibit C associated responsibilities as well as remedies available to the Authorized User in the event Supplier

fails to perform its maintenance obligations, are detailed in Exhibit B attached to this Contract. In addition, Exhibit B defines coverage periods, response times, and restore times applicable to Supplier's additional maintenance offerings.

**A. Ordering Maintenance Services**

An Authorized User may order Maintenance Services for any Software at any time during the term of the Contract, irrespective of whether such Software is covered under warranty or maintenance at the time the order is issued to Supplier. Each order shall identify:

- i. Software product and number of units for which Maintenance Services shall be provided,
- ii. Maintenance Level to be provided, and
- iii. MCP for Software Maintenance.

Authorized User may elect, at any time, an alternate Maintenance Level offered by Supplier. Such amendment shall take effect within thirty (30) days following Supplier's receipt of Authorized User's written notice, in the form of a modification to an order.

Unless otherwise agreed by the Authorized User and Supplier, the Maintenance Period for a unit of Software shall be 1 year from the effective date of any executed order for Maintenance on such Software product.

**B. Maintenance Renewal**

Not less than 60 calendar days prior to the expiration of the MCP for each unit of Software, Supplier shall notify the Authorized User in writing of the pending expiration. Authorized User may, at its sole discretion, issue an order to Supplier to renew Maintenance Services for an additional one (1) year period. The annual fee for renewed Maintenance Services may not exceed the fee charged for the preceding year's Maintenance Services by more than (i) three percent (3%), or (ii) the annual change in CPI, as defined in the "Fees, Ordering and Payment Procedure" section of this Contract below, in effect at the time, whichever is less. Termination of this Contract or cancellation of Maintenance Services by an Authorized User will not affect this Contract or the grant of any license.

**C. Maintenance Services**

At a minimum, Maintenance Services shall include the following:

1. Known Defects

Supplier's offerings and responsibilities related to known defects in the Software are described in Exhibit C.

2. New Releases

Supplier's offerings and responsibilities related to new releases of the Software are described in Exhibit C.

3. Coverage

Supplier's offerings and responsibilities related to coverage for telephonic and written consultation in connection with use, problems, and operation of the Software are described in Exhibit C.

4. Service Levels

Supplier's offerings and responsibilities related to response and restore times for any problems with the Software identified by an Authorized User, and any associated remedies are described in Exhibit C.

5. Additional Maintenance Services

Supplier's additional Maintenance Service offerings are described in Exhibit C.

**D. Software Evolution**

Should Supplier or Software Publisher merge or splinter the Software previously provided to any Authorized User, such action on the part of Supplier or Software Publisher shall not in any way

result in any Authorized User being charged additional license or support fees in order to receive enhancements, releases, upgrade or support for the Software.

If Supplier or Software Publisher reduces or replaces functionality contained in a licensed Software product and provides the same or substantially similar functionality as or within a separate or renamed Software product, then the Commonwealth or the Authorized User shall be entitled to license such Software product at no additional license or maintenance fee, and subject to the terms and conditions herein.

If Supplier or Software Publisher releases an option, future Software product or other release that has substantially the same functionality as the Software products provided under this Contract, and Software Publisher and/or Supplier ceases to provide maintenance for the older Software product, then Supplier shall offer the Commonwealth or the Authorized User the option to exchange licenses for such replacement Software product or function at no additional charge.

**E. Escalation Procedures**

[To be provided by Supplier.]

**F. Maintenance Remedies**

If the Software fails to conform, in all material respects, to the Requirements, Authorized User shall provide written notification of the failure to the Supplier. If the Supplier is unable to make the Software conform within 30 calendar days of receiving Authorized User's notice, Supplier shall, at such Authorized User's request, accept cancellation of the license to the non-conforming Software and (i) return all monies paid by such Authorized User for the cancelled license, prorated using the straight-line method for an estimated software life cycle of five (5) years, or, if a term license, shall return the prorated license fee for the remainder of the license term; and (ii) return the prorated maintenance charge for the remainder of the MCP. The prorated amount due an Authorized User shall be calculated from the date on which the Software ceased operating in accordance with the Requirements. The remedies in this section will be in addition to, and not in lieu of, any remedies described in Exhibit C of this Contract.

**12. FEES, ORDERING AND PAYMENT PROCEDURE**

**A. Fees and Charges**

In consideration for the Supplier's performance obligations under this Contract, an Authorized User shall pay Supplier the fee(s) owed pursuant to the schedule of fees and charges as set forth on Exhibit B attached to this Contract. Supplier will only be entitled to those fees owed for Supplier's performance obligations and any additional Products and Services provided to an Authorized User in accordance with the scope of this Contract and the Requirements, as authorized by Exhibit A, and per the Authorized User's order or SOW. The fees, and any associated discounts, will be applicable throughout the Term of this Contract unless modified pursuant to the terms and conditions below. In the event the fees or discounts apply for any period less than the entire Term, Supplier agrees that it will not increase the fees during the first twelve (12) month period following the Effective Date, and will not increase the fees more than once in any subsequent twelve (12) month period thereafter. No increase in fee amounts will exceed the lesser of three percent (3%) or the annual increase in the Consumer Price Index for All Urban Consumers (CPI-U), U.S. City Average, All Items, Not Seasonally Adjusted, as published by the Bureau of Labor Statistics of the Department of Labor (<http://www.bls.gov/cpi/home.htm>), for the date of the increase compared with the same index one (1) year prior. Supplier must submit any change in price in writing to VITA and to the Authorized User if the change impacts any SOW or order and in accordance with the above and will not become effective for 60 calendar days thereafter. Supplier agrees to offer price reductions to ensure compliance with the "Competitive Pricing" section of this Contract below.

**B. Ordering**

Notwithstanding all Authorized User's rights to license or purchase Supplier's products or services under this Contract, an Authorized User is under no obligation to purchase or license from Supplier any of Supplier's products or services. This Contract is optional use and non-

exclusive, and all Authorized Users may, at their sole discretion, purchase, license or otherwise receive benefits from third Party suppliers of products and services similar to, or in competition with, the products and services provided by Supplier. Supplier is required to accept any order or placed by an Authorized User through the eVA electronic procurement website portal (<http://www.eva.virginia.gov/>). eVA is the Commonwealth of Virginia's e-procurement system. Agencies, as defined by §2.2-2006 of the Code of Virginia and legislative, judicial and independent agencies of the Commonwealth, shall order through eVA. All other Authorized Users are encouraged to order through eVA, but may order through the following means:

- i. Purchase Order (PO): An official PO form issued by an Authorized User.
- ii. Any other order/payment charge or credit card process, such as AMEX, MASTERCARD, or VISA under contract for use by an Authorized User.

This ordering authority is limited to issuing orders or SOWs for the contractual offerings and Requirements available under the scope of this Contract. Under no circumstances shall any Authorized User have the authority to modify this Contract. An order or SOW from an Authorized User may contain additional terms and conditions; however, to the extent that the terms and conditions of the Authorized User's order or SOW are inconsistent with the terms and conditions of this Contract, the terms of this Contract shall supersede. Notwithstanding the foregoing, Supplier shall not accept any order or SOW from an Authorized User if such order or SOW is to be funded, in whole or in part, by federal funds and if, at the time the order or SOW is placed, Supplier is not eligible to be the recipient of federal funds as may be noted on any of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs.

**ALL CONTRACTUAL OBLIGATIONS UNDER THIS CONTRACT IN CONNECTION WITH AN ORDER OR SOW PLACED BY ANY AUTHORIZED USER ARE THE SOLE OBLIGATION OF SUCH AUTHORIZED USER AND NOT THE RESPONSIBILITY OF VITA UNLESS SUCH AUTHORIZED USER IS VITA.**

**C. Reproduction Rights for Supplier-Provided Software**

At an Authorized User's request, Supplier shall provide the Authorized User with a reproducible CD-ROM or flash storage drive of Software and Updates. Such Authorized User shall be responsible for making copies and distributing the Software and Updates as required. Within 30 days of the end of each calendar quarter, such Authorized User shall provide to Supplier a report of the net number of additional copies of the Software and/or Updates deployed during the quarter. Supplier shall invoice such Authorized User for the net number of new licenses reported as deployed.

**D. Reimbursement of Expenses**

If allowable pursuant to an Authorized User's Statement of Work, such Authorized User shall pay, or reimburse Supplier, for all reasonable and actual travel-related expenses for greater than thirty (30) miles from portal to portal incurred by Supplier during the relevant period; provided, however, that such Authorized User shall only be liable to pay for Supplier's travel-related expenses, including transportation, meals, lodging and incidental expenses, that have been authorized by such Authorized User in advance in the Statement of Work and which will be reimbursable by such Authorized User at the then-current per diem amounts as published by the Virginia Department of Accounts (<http://www.doa.virginia.gov/>, or a successor URL(s)). Authorized Users who are not public bodies may have their own per diem amounts applicable to Supplier's pre-approved travel expenses.

All reimbursed expenses will be billed to the Authorized User on a pass-through basis without any markup by Supplier. At Authorized User's request, Supplier shall provide copies of receipts for all travel expenses over US\$30.00.

**E. Demonstration and/or Evaluation**

If the Supplier's contractual obligations include the provision of a Solution, an Application and Licensed Services, or Software-as-a-Service, at the request of any Authorized User, Supplier shall perform a demonstration of its Solution, or its Application and Licensed Services or Software-as-a Service at such Authorized User's location and at no charge.

If the Supplier's contractual obligations include the provision of Software, the Supplier shall make available to any Authorized User the Software for evaluation purposes at no charge. The evaluation period will be determined by the complexity of testing but will be a period not less than 30 days. Each new project is entitled to an evaluation copy regardless of whether an Authorized User has previously purchased the Software.

**F. Supplier Quote and Request for Quote**

An Authorized User, may at its sole discretion, issue a Request for Quote ("RFQ") for any combination of the Solution, Product, or Services provided under this Contract. Supplier shall respond to the RFQ by providing a written quote. Supplier's quote must include (a) a detailed description of each product or service proposed, including any applicable components, at the Exhibit B line item fee level; (b) the quantity of each line item; (c) the total contract price; (d) any additional percentage discount offered; (e) an extended price; (f) any optional or alternate pricing; and (g) any pricing assumptions. If requested by the Authorized User, Supplier's quote must also include a detailed description of the approach Supplier plans to take in developing, implementing, and maintaining its offering pursuant to the RFQ for the Authorized User. If Supplier is unable to meet the requirements of the RFQ, Supplier shall notify the Authorized User in writing of its inability to perform the work requested by the Authorized User, and provide the reasons for its inability to perform, prior to the due date for the submission of quotes in response to the RFQ. Supplier's failure to respond to an RFQ may be deemed a breach of this Contract.

**Competitive Request for Quotes**

User determines that a competitive process is required to ensure it receives the best value for any combination of its needed Solution, Product, or Services under this Contract, then the Authorized User may, at its sole discretion, use a Competitive Request for Quote ("CRFQ") process to obtain identical or similar Solutions, Products, or Services to those provided by Supplier pursuant to this Contract. The CRFQ will clearly outline the project timing and requirements. If the Authorized User is not able to identify the exact specifications required, then the CRFQ respondents will be given the opportunity to identify and propose their recommended specifications.

**G. Request for Quote for SaaS Solution**

If an Executive Branch Agency or a public body in-scope to VITA determines that a SaaS solution is required for COTS Software under this Contract, then such Authorized User shall use a RFQ process to obtain identical or similar SaaS COTS Software to those provided by Supplier pursuant to this Contract.

The RFQ will clearly outline the SaaS COTS Software requirement.

Supplier shall respond to the RFQ by providing a quote, which must include (a) a detailed description of each product proposed, including any applicable components, at the Exhibit B line item fee level; (b) the quantity of each line item; (c) the total contract price; (d) any additional percentage discount offered; (e) an extended price; (f) any optional or alternate pricing; and (g) any pricing assumptions. Supplier's quote must also include the contact information for the SaaS Software Publisher.

Utilize Exhibit E for instructions on Executive Branch Agency SaaS COTS Software purchases.

**H. Invoice Procedures**

Supplier shall remit each invoice to the "bill-to" address provided with the order promptly after all Supplier's performance obligations have been accepted and in accordance with the milestone payment schedule, if any, in the applicable order or SOW. Payment for any support services, as authorized in the Contract and the Authorized User's applicable order or SOW, shall be annually in arrears unless otherwise stated herein, or in any order or SOW referencing this Contract. No invoice shall include any costs other than those identified in the executed order or SOW, which costs shall be in accordance with Exhibit B. Without limiting the foregoing, all shipping costs are the Supplier's responsibility except to the extent such charges are identified in Exhibit B, or as noted in any executed order or SOW referencing this Contract. Invoices issued by the Supplier shall identify at a minimum:

- i. Dates/periods that invoice covers, including any service or subscription periods, as applicable.
- ii. Line item description of the Software as applicable to this Contract, including components thereof or service type, and, if applicable, the project milestone.
- iii. Quantity, charge and extended pricing for each line item
- iv. Applicable order and/or SOW date
- v. This Contract number and the applicable order number and/or SOW number
- vi. Supplier's Federal Employer Identification Number (FEIN)

Any terms included on Supplier's invoice shall have no force or effect and will in no way bind VITA or any Authorized User.

**I. Purchase Payment Terms**

Supplier is responsible for the accuracy of its billing information. Supplier agrees not to issue invoices hereunder until all Supplier's performance obligations have been accepted and in accordance with the milestone payment schedule, if any, in the applicable order or SOW, or until after services have been rendered. Charges for Deliverables, components or services accepted more than 90 days prior to receipt of a valid invoice may not be paid. Should Supplier repeatedly over bill Authorized User, Authorized User may assess a 1% charge for the amount over-billed for each month that such over-billing continues.

**J. Alternate Channel Participation (Resellers/Distributors)**

It is the intention of VITA to allow Resellers (including Value Added Resellers (VARs), distributors and dealers) to participate as alternate distribution sources for Supplier under the following conditions:

- i. Supplier shall provide to VITA the names and applicable contact information of its authorized Resellers. VITA may, at its sole discretion, issue a solicitation in accordance with the Virginia Public Procurement Act (VPPA), §§ 2.2-4300 et seq. of the Code of Virginia, for the participation of such Resellers as alternate distribution sources for Supplier.
- ii. Once a Reseller is issued a contract in accordance with the VPPA, an Authorized User may issue an order or SOW directly to such Reseller, in accordance with the VPPA and/or other applicable statutes or regulations. Reseller shall ship and bill Authorized Users directly in accordance with the terms of its contract with VITA, on behalf of the Commonwealth of Virginia.
- iii. Orders or SOWs placed with Resellers pursuant to a contract awarded in accordance with items (i) and (ii) above may contain only Software previously approved for license under this Contract.
- iv. Reseller may invoice and will be paid in accordance with the terms of its contract with VITA.
- v. Supplier agrees that all licenses for the Software acquired by Authorized User through a Reseller shall be governed by the terms and conditions of this Contract in lieu of VITA's execution of a sublicense agreement with Reseller, regardless of whether such Authorized User referenced this Contract in its SOW or order.
- vi. As to all Software acquired through Resellers, Supplier warrants and represents that all warranties and indemnities set forth in the Contract will be honored by Supplier as to such Software, regardless of whether the ordering Authorized User referenced this Contract in its SOW or order.

**13. REPORTING**

Supplier shall submit to VITA a monthly report containing data on:

- i. Amount of Realized Sales; and
- ii. Small Business Procurement and Subcontracting Spend



This report must be submitted in accordance with the instructions and further detailed requirements, and on the templates set forth on the "Supplier Reporting" webpage located at the following URL: <https://www.vita.virginia.gov/supply-chain/supplier-reporting/>, or any successor URL(s). Supplier is encouraged to review the site periodically for updates on Supplier reporting requirements and methods. Supplier's failure to comply with all reporting, payment, and other requirements in this section may be deemed by VITA, in its sole discretion, to be a breach of the Contract.

**A. Amount of Realized Sales**

Supplier shall submit to VITA a monthly report of all Realized Sales under this Contract.

In connection to the monthly report of Realized Sales, Supplier shall pay to VITA the following monthly fees in accordance with instructions described on the "Supplier Reporting" webpage located at: <https://www.vita.virginia.gov/supply-chain/supplier-reporting/>. The monthly report of Realized Sales must include these fees and percentages:

- IFA: 2% of monthly sales

**B. Small Business Procurement and Subcontracting Spend**

Supplier shall provide to VITA a report of monthly subcontracting spend data. This data must include the spend with all Subcontractors who provide direct performance for obligations under this Contract. Supplier's monthly subcontracting spend data must be submitted via the SRS webpage located at: <http://vita2.virginia.gov/procurement/srs/>.

In addition, every twelve (12) months following the Effective Date, Supplier shall submit to VITA a "SWaM Subcontracting Certification of Compliance" ("SSCC") certifying that Supplier has fully complied with the Contract's Supplier Procurement and Subcontracting Plan ("Plan"). A copy of Supplier's Plan is attached to this Contract as Exhibit H, and is incorporated by reference. The SSCC must include a written explanation of any variances of greater than 20% between the Plan and the actual subcontractor spend by Supplier. Supplier's SSCC will be maintained by VITA in the Supplier's procurement file. Supplier must submit the SSCC to the following address: [SCMInfo@vita.virginia.gov](mailto:SCMInfo@vita.virginia.gov). In the event that Supplier fails to comply with its contractually obligated Plan spend or fails to report its contractually obligated Plan spend, VITA may, at its sole discretion, prohibit or delay any renewals or extensions of the Contract, withhold any final payments due, or both. Supplier's failure to comply will be considered in the prospective award of any future contracts with Supplier.

**14. TRAINING AND DOCUMENTATION**

The license fee includes all costs for the training of one Authorized User trainer per order or SOW at such Authorized User's designated location on the use and operation of the Software, including instruction in any necessary conversion of Authorized User's data for such use. Pursuant to a mutually agreed upon schedule, Supplier shall provide personnel sufficiently experienced and qualified to conduct such training. Available optional training, and applicable pricing and discounts, are described in Exhibit B.

Supplier shall deliver to the Authorized User, one (1) complete hard copy or electronic media of Documentation, as requested by such Authorized User. Authorized User shall have the right, as part of the license granted herein, to make as many additional copies of the Documentation, in whole or in part, for its own use as required. This Documentation shall include, but not be limited to, overview descriptions of all major functions, detailed step-by-step installation and operating procedures for each screen and activity, and technical reference manuals. Authorized User shall have the right, as part of the license granted herein, at its own discretion, to take all or portions of the Documentation, modify or completely customize it in support of the authorized use of the Software and may duplicate such Documentation and include it in an Authorized User document or platform. Authorized User shall continue to include Supplier's copyright notice..

**15. AUTHORIZED USER SELF-SUFFICIENCY**

Prior to or at any time during Supplier's performance of an order or SOW issued pursuant to this Contract, an Authorized User may require that Supplier provide to Authorized User a detailed plan to develop Authorized User self-sufficiency and to transition operation and management to Authorized User or its Agent, which Agent may be VITA, or an agent of VITA, or a third Party provider under contract with Authorized User. At Authorized User's request and pursuant to an order or SOW for Supplier's Services issued hereunder, Supplier shall provide all assistance reasonably required by

Authorized User to develop Authorized User's self-sufficiency in operating and managing the Solution, Software, Products and/or Services that Supplier provided to Authorized User under the applicable order or SOW. During and/or after the transition period, Authorized User may, at its sole discretion, elect to order or continue Maintenance Services from Supplier, if authorized under the scope of the Contract, for any of the Software or hardware Product, components or Solution Components delivered to Authorized User by Supplier.

## **16. COMPETITIVE PRICING**

Supplier warrants and agrees that each of the charges, economic or product terms or warranties granted pursuant to this Contract are comparable to or better than the equivalent charge, economic or product term or warranty being offered to any commercial or government customer of Supplier. If Supplier enters into any arrangements with another customer of Supplier or with an Authorized User to provide the products and services, available under this Contract, under more favorable prices, as the prices may be indicated on Supplier's current U.S. and International price list or comparable document, then this Contract shall be deemed amended as of the date of such other arrangements to incorporate those more favorable prices, and Supplier shall immediately notify VITA of such change.

## **17. CONFIDENTIALITY**

### **A. Treatment and Protection**

Each Party shall (i) hold in strict confidence all Confidential Information of any other Party, (ii) use the Confidential Information solely to perform or to exercise its rights under this Contract, and (iii) not transfer, display, convey or otherwise disclose or make available all or any part of such Confidential Information to any third-Party. However, an Authorized User may disclose the Confidential Information as delivered by Supplier to subcontractors, contractors or agents of such Authorized User that are bound by non-disclosure contracts with such Authorized User. Each Party shall take the same measures to protect against the disclosure or use of the Confidential Information as it takes to protect its own proprietary or confidential information (but in no event shall such measures be less than reasonable care).

### **B. Exclusions**

The term "Confidential Information" shall not include information that is:

- i. in the public domain through no fault of the receiving Party or of any other person or entity that is similarly contractually or otherwise obligated;
- ii. obtained independently from a third-Party without an obligation of confidentiality to the disclosing Party and without breach of this Contract;
- iii. developed independently by the receiving Party without reference to the Confidential Information of the other Party; or
- iv. required to be disclosed under The Virginia Freedom of Information Act (§§2.2-3700 et seq. of the Code of Virginia) or similar laws or pursuant to a court order.

### **C. Return or Destruction**

Upon the termination or expiration of this Contract or upon the earlier request of the disclosing Authorized User, Supplier shall (i) at its own expense, (a) promptly return to the disclosing Authorized User all tangible Confidential Information (and all copies thereof except the record required by law) of the disclosing Authorized User, or (b) upon written request from the disclosing Authorized User, destroy such Confidential Information and provide the disclosing Authorized User with written certification of such destruction, and (ii) cease all further use of the Authorized User's Confidential Information, whether in tangible or intangible form.

VITA or the Authorized User shall retain and dispose of Supplier's Confidential Information in accordance with the Commonwealth of Virginia's records retention policies or, if Authorized User is not subject to such policies, in accordance with such Authorized User's own records retention policies.

## 18. INDEMNIFICATION AND LIABILITY

### A. Indemnification

Supplier agrees to indemnify, defend and hold harmless the Commonwealth Indemnified Parties against any third-party Claims and shall indemnify all Commonwealth Indemnified Parties from all any and all damages, liabilities, costs, and expenses resulting from any Claims that are incurred by, borne by or asserted against any of Commonwealth's Indemnified Parties to the extent such Claims in any way relate to, arise out of or result from:

- (i) any intentional or willful conduct or negligence of any employee, agent, or subcontractor of Supplier,
- (ii) any act or omission of any employee, agent, or subcontractor of Supplier,
- (iii) breach of any representation, warranty or covenant of Supplier contained herein,
- (iv) any defect in the Supplier-provided products or services, or
- (v) any actual or alleged infringement or misappropriation of any third Party's intellectual property rights by any of the Supplier-provided products or services.

Selection and approval of counsel and approval of any settlement shall be accomplished in accordance with all applicable laws, rules and regulations. For agencies the applicable laws include §§ 2.2-510 and 2.2-514 of the Code of Virginia. In all cases involving the Commonwealth or agencies, the selection and approval of counsel and approval of any settlement shall be satisfactory to the Commonwealth. In the event of a settlement between Supplier and a private institution of higher education who is an Authorized User of this contract, such settlement shall be satisfactory to that institution.

In the event that a Claim is commenced against any of Commonwealth's Indemnified Parties alleging that use of the Supplier-provided products or services, including any components thereof, or that the Supplier's performance or delivery of any product or service under this Contract infringes any third Party's intellectual property rights and Supplier is of the opinion that the allegations in such Claim in whole or in part are not covered by this indemnification provision, Supplier shall immediately notify VITA and the affected Authorized User(s) in writing, via certified mail, specifying to what extent Supplier believes it is obligated to defend and indemnify under the terms and conditions of this Contract. Supplier shall in such event protect the interests of the Commonwealth's Indemnified Parties and secure a continuance to permit VITA and the affected Authorized User(s) to appear and defend their interests in cooperation with Supplier as is appropriate, including any jurisdictional defenses VITA or the affected Authorized User(s) may have.

In the event of a Claim pursuant to any actual or alleged infringement or misappropriation of any third Party's intellectual property rights by any of the Supplier-provided Deliverables, Products, Software, Services, Solution, including Solution Components, Application and Licensed Services, as applicable, or Supplier's performance, and in addition to all other obligations of Supplier in this Section, Supplier shall at its expense, either (a) procure for all Authorized Users the right to continue use of such infringing Deliverables, Products, Software, Services, Solution, including Solution Components, Application and Licensed Services, as applicable, or any component thereof; or (b) replace or modify such infringing Deliverables, Products, Software, Services, Solution, including Solution Components, Application and Licensed Services, as applicable, or any component thereof, with non-infringing Deliverables, Products, Software, Services, Solution or Solution Component(s), Application and Licensed Services, as applicable, satisfactory to VITA.

And in addition, Supplier shall provide any Authorized User with a comparable temporary replacement products and/or services or reimburse VITA or any Authorized User for the reasonable costs incurred by VITA or such Authorized User in obtaining an alternative product or service, in the event such Authorized User cannot use the affected Deliverable, Product, Software, Services, Solution or Solution Component(s), Application and Licensed Services, as applicable, or any component thereof. If Supplier cannot accomplish any of the foregoing within a reasonable time and at commercially reasonable rates, then Supplier shall accept the return of the infringing Deliverables, Products, Software, Services, Solution, Solution Component, Application and Licensed Services, as applicable, or any component thereof, along with any other

components rendered unusable by any Authorized User as a result of the infringing component, and refund the price paid to Supplier for such components.

**B. Liability**

Except for liability with respect to:

- (i) any intentional or willful misconduct or negligence of any employee, agent, or subcontractor of Supplier,
- (ii) any act or omission of any employee, agent, or subcontractor of Supplier,
- (iii) claims for bodily injury, including death, and real and tangible property damage,
- (iv) Supplier's indemnification obligations,
- (v) Supplier's confidentiality obligations,
- (vi) Supplier's security compliance obligations, and
- (vii) Supplier's data privacy and security obligations as specified under this Contract, Supplier's liability shall be limited to twice the aggregate value of the delivered and accepted Deliverables, Products, Software, Services, Solution, including Solution Components, Application and Licensed Services, as applicable, provided by Supplier to all Authorized Users under this Contract. Supplier agrees that it is fully responsible for all acts and omissions of its employees, agents, and subcontractors, including their gross negligence or willful misconduct. The limitation shall apply on a per-incident basis, it being understood that multiple losses stemming from the same root cause constitute a single incident.

**FOR ALL OTHER CONTRACTUAL CLAIMS, IN NO EVENT WILL ANY PARTY BE LIABLE TO ANY OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING (WITHOUT LIMITATION) LOSS OF PROFIT, INCOME OR SAVINGS, EVEN IF ADVISED OF THE POSSIBILITY THEREOF, EXCEPT WHEN SUCH DAMAGES ARE CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE PARTY, ITS EMPLOYEES, AGENTS OR SUBCONTRACTORS.**

**19. INSURANCE**

In addition to the insurance coverage required by law as referenced in the "Incorporated Contractual Provisions" section of this Contract, Supplier shall carry:

Errors and omissions insurance coverage in the amount of \$2,000,000 per occurrence.

**20. SECURITY COMPLIANCE**

Supplier shall comply with all provisions of the then-current Commonwealth security procedures, published by VITA and which may be found at: <https://www.vita.virginia.gov/it-governance/itrm-policies-standards/>, or any successor URL(s), as are pertinent to Supplier's operation. Further, Supplier shall comply with all applicable provisions of the relevant Authorized User's then-current security procedures as are pertinent to Supplier's operation and that have been provided to Supplier by the Authorized User. Supplier shall also comply with all applicable federal, state, and local laws and regulations. Any unauthorized release of proprietary or Personal information by the Supplier or any Supplier Personnel shall constitute a breach of Supplier's obligations under this Section and the Contract.

Supplier shall ensure performance of an audit of Supplier's environment at least annually to provide assurance of "Controls Relevant to Security, Availability, Processing Integrity, Confidentiality or Privacy" in accordance with the then-current standards set forth by the American Institute of CPAs.

VITA reserves the right to review Supplier's information security program prior to the commencement of Licensed Services and at least once annually during the term of this Agreement. During the performance of the Licensed Services, and on an annual basis, VITA will be entitled, at its own expense, to perform, or to have performed, an on-site audit of Supplier's information security program. In lieu of an on-site audit, upon request by VITA, Supplier shall implement any reasonably required safeguards as identified by any program audit.

## 21. BANKRUPTCY

If Supplier becomes insolvent, takes any step leading to its cessation as a going concern, fails to pay its debts as they become due, or ceases business operations continuously for longer than 15 business days, then VITA may immediately terminate this Contract, and an Authorized User may terminate an order or SOW, on notice to Supplier unless Supplier immediately gives VITA or such Authorized User adequate assurance of the future performance of this Contract or the applicable order or SOW. If bankruptcy proceedings are commenced with respect to Supplier, and if this Contract has not otherwise terminated, then VITA may suspend all further performance of this Contract until Supplier assumes this Contract and provides adequate assurance of performance thereof or rejects this Contract pursuant to Section 365 of the Bankruptcy Code or any similar or successor provision, it being agreed by VITA and Supplier that this is an executory contract. Any such suspension of further performance by VITA or Authorized User pending Supplier's assumption or rejection shall not be a breach of this Contract, and shall not affect the rights of VITA or any Authorized User to pursue or enforce any of its rights under this Contract or otherwise.

## 22. GENERAL PROVISIONS

### A. Relationship Between VITA and Authorized User and Supplier

Supplier has no authority to contract for VITA or any Authorized User or in any way to bind, to commit VITA or any Authorized User to any agreement of any kind, or to assume any liabilities of any nature in the name of or on behalf of VITA or any Authorized User. Under no circumstances shall Supplier, or any of its employees, hold itself out as or be considered an agent or an employee of VITA or any Authorized User, and neither VITA nor any Authorized User shall have any duty to provide or maintain any insurance or other employee benefits on behalf of Supplier or its employees. Supplier represents and warrants that it is an independent contractor for purposes of federal, state and local employment taxes and agrees that neither VITA nor any Authorized User is responsible to collect or withhold any federal, state or local employment taxes, including, but not limited to, income tax withholding and social security contributions, for Supplier. Any and all taxes, interest or penalties, (including, but not limited to, any federal, state or local withholding or employment taxes, and any penalties related to health care or employee benefits laws) that are imposed, assessed or levied as a result of this Contract or Services performed pursuant to this Contract shall be paid or withheld by Supplier or, if assessed against and paid by VITA or any Authorized User, shall be reimbursed by Supplier upon demand by VITA or such Authorized User.

### B. Incorporated Contractual Provisions

The contractual provisions at the following URL, or any successor URL(s), are mandatory contractual provisions, required by law or by VITA, and are incorporated by reference:

<https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/StatutorilyMandatedTsandCs.pdf>.

The contractual claims provision of § 2.2-4363 of the Code of Virginia and the required eVA provisions found at <https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/eVATsandCs.pdf>, or any successor URL(s), are also incorporated by reference.

IRS Publication 1075 applies to any orders or SOWs issued by an Authorized User under the Contract that will or may include the entry, handling, processing, storage, movement, sharing of, or access to, FTI by Supplier, or any Subcontractor of Supplier, in any manner. The Tax Information Security Guidelines for Federal, State and Local Agencies – Exhibit 7, Safeguarding Contract Language, as appropriate, and the requirements specified in Exhibit 7 in accordance with IRC§ 6103(n) are included by reference and are located at:

[https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/Mandatory\\_IRS\\_Pub\\_1075\\_for\\_FTl\\_data.pdf](https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/Mandatory_IRS_Pub_1075_for_FTl_data.pdf), or any successor URL(s). Supplier

hereby acknowledges that it will comply with all applicable requirements of these terms and IRS Publication 1075 in its entirety. Non-compliance with the terms and IRS Publication 1075 may be deemed, solely by VITA, as a material breach of the applicable order or SOW or of the Contract. Supplier is responsible for verifying the correct and current version of this IRS publication and related safeguarding terms language and acknowledges that any Authorized User issuing the order or SOW will be held harmless.

The terms and conditions in documents posted to the aforereferenced URLs are subject to change pursuant to action by the legislature of the Commonwealth of Virginia, change in VITA policy, adoption of revised eVA business requirements, or change to IRS Publication 1075. Supplier is responsible for verifying the correct and current version of this IRS publication and related safeguarding terms language and acknowledges that VITA Authorized User issuing the order or SOW will be held harmless. If a change is made to the mandatory terms and conditions, a new effective date will be noted in the document title. Supplier is advised to check the URLs periodically.

**C. Compliance with the Federal Lobbying Act**

Supplier's signed certification of compliance with 31 USC 1352 (entitled "Limitation on use of appropriated funds to influence certain Federal Contracting and financial transactions") or by the regulations issued from time to time thereunder (together, the "Lobbying Act") is incorporated as an exhibit to this Contract.

**D. Governing Law**

This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia without regard to that body of law controlling choice of law. Any and all litigation shall be brought in the circuit courts of the Commonwealth of Virginia. The English language version of this Contract prevails when interpreting this Contract. The United Nations Convention on Contracts for the International Sale of Goods and all other laws and international treaties or conventions relating to the sale of goods are expressly disclaimed. UCITA shall apply to this Contract only to the extent required by §59.1-501.15 of the Code of Virginia.

**E. Dispute Resolution**

In accordance with §2.2-4363 of the Code of Virginia, Contractual claims, whether for money or other relief, shall be submitted in writing to the public body from whom the relief is sought no later than sixty (60) days after final payment; however, written notice of the Supplier's intention to file such claim must be given to such public body at the time of the occurrence or beginning of the work upon which the claim is based. Pendency of claims shall not delay payment of amounts agreed due in the final payment. The relevant public body shall render a final decision in writing within thirty (30) days after its receipt of the Supplier's written claim.

The Supplier may not invoke any available administrative procedure under §2.2-4365 of the Code of Virginia nor institute legal action prior to receipt of the decision of the relevant public body on the claim, unless that public body fails to render its decision within thirty (30) days. The decision of the relevant public body shall be final and conclusive unless the Supplier, within six (6) months of the date of the final decision on the claim, invokes appropriate action under §2.2-4364, Code of Virginia or the administrative procedure authorized by §2.2-4365, Code of Virginia.

Upon request from the public body from whom the relief is sought, Supplier agrees to submit any and all contractual disputes arising from this Contract to such public body's alternative dispute resolution (ADR) procedures, if any. Supplier may invoke such public body's ADR procedures, if any, at any time and concurrently with any other statutory remedies prescribed by the Code of Virginia.

In the event of any breach by a public body or a private institution, Supplier's remedies shall be limited to claims for damages and Prompt Payment Act interest and, if available and warranted, equitable relief, all such claims to be processed pursuant to this Section. In no event shall Supplier's remedies include the right to terminate any license or support services hereunder.

**F. Advertising and Use of Proprietary Marks**

Supplier shall not use the name of VITA or any Authorized User or refer to VITA or any Authorized User, directly or indirectly, in any press release or formal advertisement without receiving prior written consent of VITA or such Authorized User. In no event may Supplier use a proprietary mark of VITA or an Authorized User without receiving the prior written consent of VITA or the Authorized User.

**G. Notices**

Any notice required or permitted to be given under this Contract shall be in writing and shall be deemed to have been sufficiently given if delivered in person, or if deposited in the U.S. mails, postage prepaid, for mailing by registered, certified mail, or overnight courier service addressed to:

i. To VITA and to Supplier, if Supplier is incorporated in the Commonwealth of Virginia, to the addresses shown on the signature page.

ii. To Supplier, if Supplier is incorporated outside the Commonwealth of Virginia, to the Registered Agent registered with the Virginia State Corporation Commission.

Pursuant to Title 13.1 of the Code of Virginia, VITA or Supplier may change its address for notice purposes by giving the other notice of such change in accordance with this Section.

Administrative contract renewals, modifications or non-claim related notices are excluded from the above requirement. Such written and/or executed contract administration actions may be processed by the assigned VITA and Supplier points of contact for this Contract and may be given in person, via U.S. mail, courier service or electronically.

**H. No Waiver**

Any failure to enforce any terms of this Contract shall not constitute a waiver.

**I. Assignment**

This Contract shall be binding upon and shall inure to the benefit of the permitted successors and assigns of VITA and Supplier. Supplier may not assign, subcontract, delegate or otherwise convey this Contract or any of its rights and obligations hereunder, to any entity without the prior written consent of VITA, and any such attempted assignment or subcontracting without consent shall be void. VITA may assign this Contract to any entity, so long as the assignee agrees in writing to be bound by the all the terms and conditions of this Contract.

If any law limits the right of VITA or Supplier to prohibit assignment or nonconsensual assignments, the effective date of the assignment shall be 30 days after the Supplier gives VITA prompt written notice of the assignment, signed by authorized representatives of both the Supplier and the assignee. Any payments made prior to receipt of such notification shall not be covered by this assignment.

**J. Severability**

Invalidity of any term of this Contract, in whole or in part, shall not affect the validity of any other term. VITA and Supplier further agree that in the event such provision is an essential part of this Contract, they shall immediately begin negotiations for a suitable replacement provision.

**K. Survival**

Any provisions of this Contract regarding Software License, Rights To Work Product, Warranty, Escrow, Confidentiality, Content Privacy and Security, Liability, Indemnification, Transition of Services, and the General Provisions shall survive the expiration or termination of this Contract.

**L. Force Majeure**

No Party shall be responsible for failure to meet its obligations under this Contract if the failure arises from causes beyond the control and without the fault or negligence of the non-performing Party. If any performance date under this Contract is postponed or extended pursuant to this section for longer than 30 calendar days, VITA, by written notice given during the postponement or extension, may terminate Supplier's right to render further performance after the effective date of termination without liability for that termination, and in addition an Authorized User may terminate any order or SOW affected by such postponement or delay.

**M. Remedies**

The remedies set forth in this Contract are intended to be cumulative. In addition to any specific remedy, VITA and all Authorized Users reserve any and all other remedies that may be available at law or in equity.

**N. Right to Audit**

VITA reserves the right to audit those Supplier records that relate to the Contract or any SOWs or orders issued there under. VITA's right to audit shall be limited as follows:

- i. 3 years from end date of the Contract;
- ii. Performed at Supplier's premises, during normal business hours at mutually agreed upon times; and
- iii. Excludes access to Supplier cost information. In no event shall Supplier have the right to audit, or require to have audited, VITA or any Authorized User.

**O. Taxes**

The Commonwealth is exempt from Federal excise and all State and Local taxes and any such taxes may not be included in Contract prices. Tax certificates of exemption, Form ST-12 can be obtained from Authorized Users upon request. Deliveries against this Contract shall be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

**P. Currency**

All prices, costs, or fees in this Contract and all exhibits, schedules, orders, or SOWs will be in United States dollars.

**Q. Contract Administration**

Supplier agrees that at all times during the term of this Contract an account executive, at Supplier's senior management level, shall be assigned and available to VITA. Supplier reserves the right to change such account executive upon reasonable advance written notice to VITA.

**R. Captions**

The captions are for convenience and in no way define, limit or enlarge the scope of this Contract or any of its Sections.

**S. Entire Contract**

The following Exhibits, including all subparts thereof, are attached to this Contract and are made a part of this Contract for all purposes:

Exhibit A – Software Functional Requirements

Exhibit B – Software Product List, License Fee and Service Charges

Exhibit C – Software Maintenance Services description

Exhibit E – Executive Branch Agency - SaaS ordering instructions

Exhibit F - Certification Regarding Lobbying

Exhibit G - Supplier Procurement and Subcontracting Plan

This Contract, its Exhibits, and any prior non-disclosure agreement constitute the entire agreement between VITA and Supplier and supersede any and all previous representations, understandings, discussions or agreements between VITA and Supplier as to the subject matter hereof. Any and all terms and conditions contained in, incorporated into, or referenced by the Supplier's Proposal shall be deemed invalid. The provisions of the Virginia Department of General Services, Division of Purchases and Supply Vendor's Manual shall not apply to this Contract or any order issued hereunder. This Contract may only be amended by an instrument in writing signed by VITA and Supplier. In the event of a conflict, the following order of precedence shall apply: this Contract document, An Authorized User and Supplier may enter into an ordering agreement pursuant to this Contract. To the extent that such ordering agreement, or any order or SOW issued hereunder, include any terms and conditions inconsistent with the terms and conditions of this Contract, such terms and conditions shall be of no force and effect.

VITA and Supplier each acknowledge that it has had the opportunity to review this Contract and to obtain appropriate legal review if it so chose.



**T. Order of Precedence**

In the event of a conflict, the following order of precedence shall apply: this Contract document, Exhibit A, Exhibit B, Exhibit C, any individual SOW then any project specific order. In the event of a conflict or inconsistency between the negotiated terms of this Contract and any provision incorporated by reference into the Contract (e.g., a section of a License Agreement), the negotiated terms of this Contract will take precedence. For purposes of this section, a “conflict” exists with respect to a subject that has been comprehensively addressed in the Contract when supplementary terms contained in a provision incorporated by reference would alter the rights and obligations of the Parties set forth in the Contract.

**U. Counterparts and Electronic Signatures**

This Contract may be executed in multiple counterparts, each of which, when assembled to include an original signature for each Party to this Contract, will constitute a complete and fully executed original. All fully executed original counterparts will collectively constitute a single agreement. Signatures transmitted by fax or electronic mail (in portable data format (PDF)) are also permitted as binding signatures to this Contract.

**V. Opportunity to Review**

VITA and Supplier each acknowledge that it has had the opportunity to review this Contract and to obtain appropriate legal review if it so chose.

[SIGNATURE PAGE(S) TO FOLLOW]

Signed and effective as of the last date set forth below by the undersigned authorized representatives of VITA and Supplier.

Thundercat Technology

By: Mary-Ellen Stahl  
Digitally signed by Mary-Ellen Stahl  
Date: 2018.09.11 10:18:22 -04'00'  
(Signature) MaryEllenStahl  
Name: Mary-Ellen Stahl

(Print)  
Title: Contracts Administrator

Date: 9/11/2018

Address for Notice:  
1925 Isaac Newton Sq. E.  
Suite 180  
Reston, VA 20190

Attention: Kent Stockley

VITA

By: Nelson O'Neil  
(Signature)  
Name: NEILSON O'NEIL

(Print)  
Title: CTO of The Commonwealth

Date: 9/17/18

Address for Notice:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: Contract Administrator

**Detailed Description of Proposed Solution (Section 5/Appendix F)**

5.1 General	Question	Reply
5.1.1	<p>Does your Solution comply with all current COV ITRM Policies and Standards, as applicable, found at: <a href="http://www.vita.virginia.gov/library/default.aspx?id=537">http://www.vita.virginia.gov/library/default.aspx?id=537</a>.</p> <p>If proposed solution does not, please provide details that specify the Standard/Policy and how Supplier's solution does not comply.</p>	<p>Yes, ThunderCat vendor solutions do comply with all current COV ITRM Policies.</p>
5.1.2	<p>Do your proposed interfaces, to Commonwealth systems, comply with or have approved exceptions to all applicable Commonwealth Data Standards as found at: <a href="http://www.vita.virginia.gov/oversight/default.aspx?id=10344">http://www.vita.virginia.gov/oversight/default.aspx?id=10344</a></p> <p>If not, please explain.</p>	<p>Yes, ThunderCat Technology is registered with the State of Virginia and confirms that it complies with Commonwealth Data Standards.</p>
5.1.3	<p>Does your Solution provide effective, interactive control and use with nonvisual means and provide 508 Compliance in accordance with the following standard regarding IT Accessibility and 508 Compliance:</p> <p><a href="http://www.vita.virginia.gov/uploadedFiles/Library/AccessibilityStandard_GOV103-00_Eff_11-04-05.pdf">http://www.vita.virginia.gov/uploadedFiles/Library/AccessibilityStandard_GOV103-00_Eff_11-04-05.pdf</a> (Refer to <a href="http://www.section508.gov">www.section508.gov</a> and <a href="http://www.access-board.gov">www.access-board.gov</a> for further information)</p> <p>If yes, please describe how this functionality is achieved and include a completed Voluntary Product Accessibility Template (VPAT) with your proposal: (The VPAT template is located in APPENDIX C of the Accessibility Standard (GOV103-00)).</p> <p>If no, does your solution/application/product provide alternate accessibility functionality? Please describe.</p> <p>If not applicable to this procurement, mark "N/A."</p>	<p>Yes, ThunderCat vendor partners are 508 compliant. VPATs will be provided upon request.</p>

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5.1 General	Question	Reply
5.1.4	Does your Solution require incorporating subcontractors or alliances to provide sales/service coverage for the entire Commonwealth of Virginia or will you provide all in-house sale/service personnel? Please explain.	Yes, ThunderCat Technology has the ability to provide all in-house sales and support staff and will use Sub-Contractors for services to help provide additional resources and talents to the Commonwealth as needed.
5.1.5	VITA encourages Suppliers to develop a catalog website that interfaces with eVA. Can your Solution produce a punch-out catalog website?  Refer to: <a href="http://www.eva.virginia.gov/vendors/pages/catalogcreation.htm">http://www.eva.virginia.gov/vendors/pages/catalogcreation.htm</a> Please provide either screen shots or a link to serve as an example.	(Y) If awarded, ThunderCat will provide a publically available website link with all VITA contract information. ThunderCat will also provide an option to create a purchasing portal for VITA users that will link to the offerings available.
5.1.6	Does your Solution include a detailed comprehensive list of COTS software available under each manufacturer that your firm is authorized to sell? Please provide details.	Yes, Please refer to pricing exhibit for details on offerings.
5.1.7	Does your Solution have the ability to have a catalog website up, functioning and interfacing with eVA within 30 days of contract award? Please provide details.	Yes, ThunderCat will establish a catalog website within 30 days of award.
5.1.8	Does your Solution have the ability to have individual portals for each agency to view purchase history, updates and expirations to maintain compliance? Please provide details.	Yes, ThunderCat can provide a portal to be utilized by each Agency to view purchases, updates, expiration dates, and compliance. Each agency would have their own access and be restricted to only what is licensed directly to them.
5.1.9	Does your Solution include a dedicated account management team? Please provide details.	Yes, ThunderCat Technology has a dedicated Account Manager supported by 6

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5.1 General	Question	Reply
		Inside Sales staff, and 11 Subject Matter Experts (SME) with a wide range of technical certifications to support the Commonwealth.
5.1.10	Does your Solution include an account management team with experience working with State and local government? Please provide details.	Yes, Kent Stokley is the dedicated Account Manager who has over 8 years of experience supporting State and Local Government accounts, including Virginia. Two of the Subject Matter Experts supporting this contract have experience working with State and Local Government as well. ThunderCat Technology has been supporting Public Sector for over 10 years.
5.1.11	Does your Solution include more than one field account executive? Please provide details.	Yes, Along with Kent Stokley, there are two field Account Executives with expertise in Cyber Security who will be supporting the Commonwealth of Virginia and this contract.
5.1.12	Does your Solution have the marketing ability and resources to promote this contract to schools, universities, localities and state agencies? Please provide marketing plan and examples of marketing tools.	Yes, ThunderCat Technology achieves this through the following methods: <ul style="list-style-type: none"> <li>• Press Release <ul style="list-style-type: none"> <li>➤ Resources/Tools available: PRweb; iContact</li> </ul> </li> <li>• SEO Campaign</li> </ul>

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5.1 General	Question	Reply
		<ul style="list-style-type: none"> <li>➤ Resources/Tools available: Audience Partners / Campaign Grid</li> <li>• Advertising / Email Campaigns               <ul style="list-style-type: none"> <li>➤ Banners promoting VITA COTS Contract for ThunderCat to be distributed via online distribution and email blasts.</li> <li>➤ Resources/Tools available: FCW; Constant Contact</li> </ul> </li> <li>• LinkedIn Promotion               <ul style="list-style-type: none"> <li>➤ LinkedIn Ad tool targeting schools, universities, localities and state agencies.</li> </ul> </li> </ul> <p>All ads / promotional vehicles will drive users back to the contract landing page on <a href="http://www.thundercattech.com/about-us/contract-vehicles/">http://www.thundercattech.com/about-us/contract-vehicles/</a></p> <p>A unique landing page will be created specifically for the VITA COTS Contract</p>
5.1.13	Does your Solution allow the use of purchasing cards, credit cards and eVA for small purchases? Please provide details.	Yes, ThunderCat does accept all government purchasing cards and is registered through eVA.
5.1.14	Does your Solution provide product incentives, credits and or rebate programs? Please provide details.	Yes, ThunderCat does intend to provide product incentives to VITA through this contract. Incentives

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5.1 General	Question	Reply
		will vary by vendor and require a minimum quantity and established timeframe in which purchases need to be made.
5.1.15	Does your Solution provide additional discounts on software maintenance? Please describe.	Yes, ThunderCat has a history of successful maintenance consolidations, saving time and money for our customers. Vendors have set maintenance costs, but through consolidations and new product offerings, we are able to assist customers in making informed maintenance decisions and avoid unnecessary maintenance payments.
5.1.16	Does your Solution offer a comprehensive catalog of COTS Software? Please describe.	Yes, Please refer to pricing exhibit for details on offerings.

5.2 Reports	Question	Reply
5.2.1	Does your Solution include standardized invoicing and reporting formats to VITA and all other public bodies?	Yes, ThunderCat offers standard invoicing and reports to all customers. They will respond to any request regarding invoicing and reports for VITA and any public bodies using the contract.
5.2.2	Does your Solution include reports on request to users detailing software products that have been placed in any of their locations? Please provide examples.	Yes, ThunderCat will work with the vendors and provide the detailed reports requested by the users for any and all locations. Reporting format varies by vendor,

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		but provide licensing levels, user counts, solutions in place, dashboards, and more.
5.2.3	Does your Solution include additional reports that would be an added value to the Commonwealth? Please describe and provide examples.	Yes, ThunderCat has the ability to provide additional reports to add value to the Commonwealth. These reports may include but are not limited to contract usage, contract spend, and historical data. Should VITA have a request for additional reporting, ThunderCat will do everything they can to accommodate.

5.3 Services	Question	Reply
5.3.1	Does your Solution include COTS software installation services? Please provide details.	Yes, ThunderCat will provide product installation services. These services may be performed by ThunderCat or be sub-contracted to a 3 <sup>rd</sup> party depending on the scope of work being requested.
5.3.2	Does your Solution include COTS software training services? Please provide details.	Yes, ThunderCat offers training services for all vendors. Through our distributor partners, we offer a fast four-step model to assess your educational needs, design and deliver your training, and review your preparedness. You benefit from the most up-to-date training available. Additional charges may be incurred depending upon

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5.3 Services	Question	Reply
		the scope and extent of the training requested.
5.3.3	Does your Solution include software maintenance that offers online self help functions? Please provide details.	Yes, Many of the ThunderCat vendor partner offerings include online self-help to assist customers who have questions or need information. An example of this is Symantec MySupport. Through MySupport, customers may create a support case online. ThunderCat is always available to assist VITA customers and guide them to these resources.
5.3.4	Does your Solution include software maintenance support via email? Please provide details.	Yes, The ThunderCat solution does provide support via E-mail. All vendors offer email support to customers who are covered by a maintenance agreement.
5.3.5	Does your Solution include remote technical support? Please provide details.	Yes, The ThunderCat solution does provide remote technical support. All vendors offer support to customers who are covered by a maintenance agreement.
5.3.6	Does your Solution include a customer support program? Please describe your firm's ability to keep users informed of new products, changes in technology, advanced specification documentation and other market information.	Yes, The ThunderCat solution provides a customer support program. Customers with current support agreements will be granted available upgrades and new releases as they are made available by the vendors at no additional cost.

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5.3 Services	Question	Reply
5.3.7	Does your Solution respond to an order within two (2) business hours? Please provide detail on how this will be accomplished.	<p>Yes, The ThunderCat Account Management Team will respond to an order within two business hours. They will first confirm receipt of the order and then check it for accuracy and validity.</p> <p>Once approved it will be sent for processing and delivery. The Account Management Team will keep the customer informed throughout the process and notify them once completed.</p>
5.3.8	Does your Solution include 8am to 5pm EST software support? Please provide details.	Yes, The solution does include 8am to 5pm EST support. Software support may be accessed via phone or email.
5.3.9	Does your Solution include after hours software support? Please provide details.	Yes, The solution provides after hours support. Coverage varies by software vendor.
5.3.10	Does your Solution's installation and maintenance technicians have and maintain current industry certifications? Please provide details and types of certifications.	Yes, Since ThunderCat sells a variety of vendor software the ThunderCat Engineers hold many certifications unique to each vendor. Some of the certifications include: VMWare VCP 6 – Data Center Virtualization, Network Virtualization, Software Defined Storage; Veritas VSE Enterprise Backup, VSE+ enterprise Backup, VCS Enterprise Backup; Multiple Symantec Technical

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5.3 Services	Question	Reply
		Certs, and more available upon request.
5.3.11	Does your Solution have an in-house order tracking system that can be accessed 24 x7 by a user? Please provide details.	Yes, ThunderCat vendor partners offer tracking systems that can be accessed 24 x 7 to check status and delivery. Customers may reach out to ThunderCat directly and get updates through these systems.
5.3.12	Does your Solution offer any additional license tracking and inventory management services that would be an added value to the Commonwealth? Please describe and provide examples.	Yes, ThunderCat, by leveraging internal systems as well as those utilized by distributor partners, is able to provide license tracking and inventory management services. ThunderCat can provide a host of information including but not limited to historical spend, purchase history, quotation activity, status of maintenance agreements, forecasted spend, and other data that customers may need.
5.3.13	Does your Solution provide any additional services that would be an added value to the Commonwealth? Please describe and provide examples.	Yes, ThunderCat has become a valuable partner to many Public-Sector Agencies through experienced Account Management Team and top notch technical resources. VITA customers may contact ThunderCat at any time to discuss technology requirements, emerging technologies, project scope, or product

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5.3 Services	Question	Reply
		evaluation. The ThunderCat Account Team is ready to provide complementary insights and information at no additional cost to Virginia.

## Appendix C Pricing

Enter discounts for publishers

Publisher	Gov't Discount %	Academic Discount %
ABSOLUTE	14.39%	14.39%
Adobe	5.00%	5.00%
Articulate	15.00%	15.00%
Autodesk	13.50%	13.50%
CA TECHNOLOGIES	10.00%	10.00%
Checkpoint	17.07%	17.07%
Citrix	30.80%	30.80%
CommVault	10.00%	10.00%
Corel	10.00%	10.00%
FARONICS	12.73%	12.73%
Filemaker	19.40%	19.40%
FourWinds	10.00%	10.00%
Google	2.00%	2.00%
IPSwitch	7.99%	7.99%
KOFAX	15.00%	15.00%
McAfee	32.60%	32.60%
Nuance	15.00%	15.00%
ONSSI	10.00%	10.00%
Papercut	10.00%	10.00%
Parallels	8.93%	8.93%
Quest	5.00%	5.00%
Red Hat	20.00%	20.00%
SAP	10.00%	10.00%
SilverPeak	14.35%	14.35%
SMART Technologies	22.20%	22.20%
SOLARWINDS	10.00%	10.00%
SonicWall	10.00%	10.00%
Sophos	24.43%	24.43%
Symantec	15.79%	15.79%
Techsmith	10.00%	10.00%
Tenable	9.39%	9.39%
TREND MICRO	10.00%	10.00%
Veeam	5.00%	5.00%
VERITAS	10.00%	10.00%
VMWare	3.50%	43.50%

Enter discount and price from publicly available price list for individual titles based on the most current versions

Title	Gov't Discount %	Gov't Price \$	Academic Discount %	Academic Price \$
Absolute DDS	14.39%	\$ 29.92	14.39%	\$ 29.92
Adobe Acrobat Professional	5.25%	\$ 349.63	5.25%	\$ 349.63
Adobe Creative Cloud for Teams	5.25%	\$ 795.90	5.25%	\$ 795.90
Arcserve - CA Technologies	20.21%	\$ 159.59	20.21%	\$ 159.59
Sharefile - Citrix	30.80%	\$ 6.98	30.80%	\$ 6.98
Citrix XenApp	20.00%	\$ 319.19	20.00%	\$ 319.19
Citrix XenDesktop	20.20%	\$ 343.13	20.20%	\$ 343.13
Citrix XenServer	22.30%	\$ 221.44	22.30%	\$ 221.44
VM Backup - Commvault	7.00%	\$ 216.00	7.00%	\$ 216.00
Draw - Corel	10.00%	\$ 102.73	10.00%	\$ 102.73
Deep Freeze	12.73%	\$ 69.82	12.73%	\$ 69.82
Filemaker Pro	19.40%	\$ 201.49	19.40%	\$ 201.49
Google Chrome Management	3.00%	\$ 35.00	3.00%	\$ 35.00
Whatsup Gold	7.99%	\$ 1,755.00	7.99%	\$ 1,755.00
VirtualRescan - Kofax	15.40%	\$ 1,019.99	15.40%	\$ 1,019.99
McAfee Complete Endpoint Threat Protection	5.00%	\$ 21.94	5.00%	\$ 21.94
McAfee Endpoint Threat Defense and Response	6.99%	\$ 37.90	6.99%	\$ 37.90
Dragon Naturally Speaking	33.00%	\$ 100.00	33.00%	\$ 100.00
Ocularis - OnSSI	15.17%	\$ 848.30	15.17%	\$ 848.30
Print Management - Papercut	10.00%	\$ 58.80	10.00%	\$ 58.80
Parallels Desktop	8.93%	\$ 72.81	8.93%	\$ 72.81
Quest TOAD for Oracle Base Edition	10.00%	\$ 951.61	10.00%	\$ 951.61
Red Hat Enterprise Linux Server	20.00%	\$ 349.00	20.00%	\$ 349.00
Red Hat Enterprise Linux Developer Suite	20.00%	\$ 78.72	20.00%	\$ 78.72
Crystal Reports	11.00%	\$ 507.30	11.00%	\$ 507.30
Unity Edge Connect - Silver Peak	14.35%	\$ 2,569.55	14.35%	\$ 2,569.55
SolarWinds Network Configuration Manager	18.20%	\$ 2,845.00	18.20%	\$ 2,845.00
Network Performance Monitor - Solar Winds	17.51%	\$ 2,675.00	17.51%	\$ 2,675.00
Sophos Central Endpoint Advanced	25.80%	\$ 18.55	25.80%	\$ 18.55
Symantec Endpoint Protection	15.79%	\$ 133.89	24.43%	\$ 26.45
Symantec Protection Suite Enterprise Edition	15.79%	\$ 39.99	15.79%	\$ 39.99
Snagit	10.00%	\$ 48.87	10.00%	\$ 48.87
Tenable Nessus Professional	6.63%	\$ 2,044.87	6.63%	\$ 2,044.87
Trend Micro Deep Security Network Security	12.00%	\$ 31.68	12.00%	\$ 31.68
Veeam Availability Suite Enterprise for Vmware	5.00%	\$ 1,200.00	5.00%	\$ 1,200.00
Veeam Backup & Replication Enterprise for Vmwa	5.00%	\$ 66.50	5.00%	\$ 66.50
Veritas NetBackup Enterprise Client	10.67%	\$ 1,697.18	10.67%	\$ 1,697.18
Veritas Backup Exec Agent for Windows	15.64%	\$ 496.99	15.64%	\$ 496.99
VMware vSphere Enterprise Plus Edition	4.29%	\$ 276.05	4.29%	\$ 276.05
VMware vSphere Essentials Kit	5.00%	\$ 560.00	5.00%	\$ 560.00
Vsphere	5.00%	\$ 279.99	5.00%	\$ 279.99

\*Please provide link to publicly available price list.

\*Warranty is software publisher's warranty.

\*Delivery Terms (if Applicable): F.O.B. Destination.

\*For purposes of evaluation VITA will create a market basket.

## EXHIBIT F: CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- i). No Federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee or an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan, or cooperative agreement.
- ii). If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- iii). The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and Contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature:



Printed Name:

Mary-Ellen Stahl

Organization:

ThunderCat Technology, LLC

Date:

18 June 2018



# COMMONWEALTH of VIRGINIA

## Virginia Information Technologies Agency

Nelson P. Moe  
Chief Information Officer  
Email: [cio@vita.virginia.gov](mailto:cio@vita.virginia.gov)

11751 Meadowville Lane  
Chester, Virginia 23836-6315  
(804) 416-6100

TDD VOICE -TEL. NO.  
711

July 29, 2020

Kent Stokley  
ThunderCat Technology LLC  
1925 Isaac Newton Square E  
Suite 180  
Reston, Virginia 20190

Mr. Stokley,

Per Section 3.A. ("Term and Termination") of contract VA-180917-TCTL, The Virginia Information Technologies Agency has elected to exercise its option to renew the contract for one year, from September 17, 2020 through September 16, 2021. Should you have any questions, please feel free to contact me.

Respectfully,  
Supply Chain Management  
Virginia Information Technologies Agency  
[SCMInfo@vita.virginia.gov](mailto:SCMInfo@vita.virginia.gov)

SCMInfo, rr <[scminfo@vita.virginia.gov](mailto:scminfo@vita.virginia.gov)>

---

**VA-180917 COTS Software Renewal Notice 2021**

1 message

---

**SCMInfo, rr** <[scminfo@vita.virginia.gov](mailto:scminfo@vita.virginia.gov)>

Wed, Aug 25, 2021 at 2:10 PM

To: Tim Younger <[Timyoun@cdwg.com](mailto:Timyoun@cdwg.com)>, vasales@daly.com, john@digitalgovernment.net, olivia@digitalgovernment.net, Erik Schroeder <[erik\\_schroeder@shi.com](mailto:erik_schroeder@shi.com)>, Kent Stokley <[kstokley@thundercattech.com](mailto:kstokley@thundercattech.com)>Cc: James Mackenzie <[james.mackenzie@vita.virginia.gov](mailto:james.mackenzie@vita.virginia.gov)>

Dear Supplier,

Per Section 3.A. ("Term and Termination") of the above referenced contract, The Virginia Information Technologies Agency has elected to exercise its option to renew the contract for the next available annual renewal period as stated in your contract. Should you have any questions, please feel free to contact SCM.

The contract expiration date is now 9/16/2022.

Contracts under this renewal notice:

VA-180917-CDWG

VA-180917-DALY

VA-180917-DISL

VA-180917-SHI

VA-180917-TCTL

This email serves as your renewal.

Please reply confirming receipt of this notice.

--

**Supply Chain Management**

Virginia IT Agency (VITA)

*Connecting - Protecting - Innovating*[SCMInfo@vita.virginia.gov](mailto:SCMInfo@vita.virginia.gov)

804-416-6317



## VA-180917 COTS Software Renew Notice 2022

Jones, Mary (VITA) <mary.jones@vita.virginia.gov>

on behalf of

SCM Info (VITA) <scm\_info@vita.virginia.gov>

Mon 8/15/2022 2:02 PM

To: Tim Younger <tyoung@dwg.com>; vasales@aly.com <vasales@aly.com>; john@digitalgovernment.net <john@digitalgovernment.net>; olivia@digitalgovernment.net <olivia@digitalgovernment.net>; Kent Stokley <kstokley@hundercattech.com>; Erik Schroeder <eschroeder@hundercattech.com>; mast@hundercattech.com <mast@hundercattech.com>; virginia.gov@hi.com (viriniagov@hi.com <viriniagov@hi.com>  
Cc: Martens, Jeanne (VITA) <jeanne.martens@vita.virginia.gov>

Dear Supplier,

Per Section 3.A. ("Term and Termination") of the above referenced contract, The Virginia Information Technologies Agency has elected to exercise its option to renew the contract for the next available annual renewal period as stated in your contract. Should you have any questions, please feel free to contact SCM.

The contract expiration date is now 9/16/2023.

Contracts under this renewal notice:

VA-180917-CDW

VA-180917-DALY

VA-180917-DISL

VA-180917-SHI

VA-180917-TCTL

This email serves as your renewal.

Please reply confirming receipt of this notice.

--

**Supply Chain Management**

Virginia IT Agency (VITA)

*Connecting - Protecting - Innovating*

[SCM Info@vita.virginia.gov](mailto:scm_info@vita.virginia.gov)

804-968-0133

**MODIFICATION NO. 1**  
**TO**  
**CONTRACT NUMBER VA-180917-TCTL**  
**BETWEEN THE**  
**COMMONWEALTH OF VIRGINIA**  
**AND**  
**ThunderCat Technology LLC**

This Modification No. 1 (“**Modification**”) is an agreement between the Virginia Information Technologies Agency (“**VITA**”), pursuant to § 2.2-2012 of the *Code of Virginia* and on behalf of the Commonwealth of Virginia (“**Commonwealth**”), and ThunderCat Technology LLC (“**Supplier**”), to modify and amend Contract No. VA-180917-TCTL (“**Contract**”) in accordance with the terms and conditions of this Modification. This Modification and any attachments thereto is, upon execution by VITA and Supplier (each a “**Party**” and, collectively, the “**Parties**”), incorporated into and made an integral part of the Contract.

Capitalized terms used in this Modification have the meaning ascribed to them in the Contract unless otherwise defined in this Modification.

In consideration of the recitals set forth above, which are hereby restated and agreed to by the Parties, and for valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, Supplier and VITA agree to amend the Contract as follows:

Supplier agrees that any applicable Adobe product sold under this contract will be through the Adobe Large Government Agencies Program (LGA) VITA Linked Membership (VITA Member ID: 31000976). Supplier must reference Member ID 31000976 on all applicable quotes and invoices. Supplier must provide a quarterly report that includes line-item detail of Adobe products sold under this contract noting which are under the VITA Linked Membership and which are not applicable.

The changes set forth in this Modification are effective immediately.

The foregoing is the complete and final expression of the agreement between Supplier and VITA to modify the Contract and cannot be modified, except by writing signed by duly authorized representatives of both parties.

**ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.**

PERSONS SIGNING THIS MODIFICATION ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THE CONTRACT AND ACKNOWLEDGE THAT EACH OF THE SUPPLIER AND THE COMMONWEALTH AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

ThunderCat Technology LLC

VITA, on behalf of the  
COMMONWEALTH OF VIRGINIA

BY:  \_\_\_\_\_

BY:  \_\_\_\_\_

NAME: Jean Kim \_\_\_\_\_

NAME: Gregory Searce \_\_\_\_\_

TITLE: Contracts \_\_\_\_\_

TITLE: Strategic Sourcing Specialist \_\_\_\_\_

DATE: 03/20/2023 \_\_\_\_\_

DATE: 03.20.2023 \_\_\_\_\_

**MODIFICATION NO. 2  
TO  
CONTRACT NUMBER VA-180917-TCTL  
BETWEEN THE  
COMMONWEALTH OF VIRGINIA  
AND  
THUNDERCAT TECHNOLOGY, LLC**

This Modification No. 2 (“**Modification**”) is an agreement between the Virginia Information Technologies Agency (“**VITA**”), pursuant to § 2.2-2012 of the *Code of Virginia* and on behalf of the Commonwealth of Virginia (“**Commonwealth**”), and ThunderCat Technology, LLC (“**Supplier**”), to modify and amend Contract No. VA-180917-TCTL (“**Contract**”) in accordance with the terms and conditions of this Modification. This Modification and any attachments thereto is, upon execution by VITA and Supplier (each a “**Party**” and, collectively, the “**Parties**”), incorporated into and made an integral part of the Contract.

Capitalized terms used in this Modification have the meaning ascribed to them in the Contract unless otherwise defined in this Modification.

In consideration of the recitals set forth above, which are hereby restated and agreed to by the Parties, and for valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, Supplier and VITA agree to amend the Contract as follows:

The contract is currently set to expire on September 16, 2023, and is now extended until December 31, 2024.

The changes set forth in this Modification are effective immediately.

The foregoing is the complete and final expression of the agreement between Supplier and VITA to modify the Contract and cannot be modified, except by writing signed by duly authorized representatives of both parties.

**ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED.**

PERSONS SIGNING THIS MODIFICATION ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THE CONTRACT AND ACKNOWLEDGE THAT EACH OF THE SUPPLIER AND THE COMMONWEALTH AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

ThunderCat Technology, LLC

VITA, on behalf of the  
COMMONWEALTH OF VIRGINIA

BY: Jean Kim Digitally signed by Jean Kim  
Date: 2023.08.16 08:18:11  
-04'00'

BY: 

NAME: Jean Kim

NAME: James MacKenzie

TITLE: Contracts

TITLE: Strategic Sourcing Specialist

DATE: 08/16/2023

DATE: 08/16/2023



**COMMONWEALTH OF VIRGINIA  
VIRGINIA INFORMATION TECHNOLOGIES AGENCY (VITA)  
SUPPLY CHAIN MANAGEMENT DIVISION  
11751 MEADOWVILLE LANE  
CHESTER, VIRGINIA 23836**

Note: To the extent allowed by law, this public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, or status as a service disabled veteran or any other basis prohibited by state law relating to discrimination in employment. VITA is committed to increasing procurement opportunities for small and micro businesses, including small or micro businesses that are owned by minorities, women, or disabled veterans, strengthening the Commonwealth's overall economic growth through the development of its IT suppliers.

**REQUEST FOR PROPOSALS (RFP) 2018-15  
For  
Commercial Off-The-Shelf Software**

**Project Name:** COTS Software

Issue Date: 03/27/2018      Due Date/Time: 5/17/2018, 4:00 PM Eastern

Single Point of Contact (SPOC):      Adam Phillips

Ph. No: (804) 416-6056

E-mail Address: adam.phillips@vita.virginia.gov

Sourcing scope: Available to all public bodies as defined by § 2.2-4301 and referenced by §2.2-4304 and §2.2-2012 of the Code of Virginia and private institutions of higher education that are listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>.

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# 1. INTRODUCTION

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## A. RFP Objective and Project Overview

The purpose of this Request for Proposal (RFP) is to solicit proposals to provide Commercial Off-The-Shelf (COTS) Software, including Software as a Service (SaaS) products and related services.

For the purposes of this RFP, "Supplier" means any entity who submits a proposal in response to this RFP. The Virginia Information Technologies Agency (VITA) is pursuing a statewide agreement for these Solutions that can be utilized by all public bodies in the Commonwealth of Virginia (Commonwealth) as defined by §2.2-4301 and referenced by §2.2-4304 and §2.2-2012 of the Code of Virginia and private institutions of higher education that are listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>.

VITA defines COTS Software as non-developmental software that has been created for specific uses and is available to the general public in commercial marketplaces. COTS Software is designed to be implemented easily into existing systems without the need for customization.

The solution shall be limited to Application software for departmental or individual use, not to include Enterprise/Agency-wide applications or appliances. This restriction does not include anti-virus software. This RFP does not include hardware products; COTS Software sold with, or loaded on an appliance, is considered outside the scope of this RFP.

The goal of this RFP is to obtain current market data to assist VITA in determining the most efficient way to meet the requirements of this project.

VITA, on behalf of the Commonwealth, is seeking a solution that will provide COTS Software, installation, training and manufacturer's software maintenance. COTS Software training services may only be provided in conjunction with the original purchase of the COTS Software. COTS Software training services may include, but is not limited to:

- On-site COTS Software training
- Web –based COTS Software training that includes courses via the internet

Manufacturer's software maintenance may be provided in conjunction with or separately from the original purchase of the COTS Software. Manufacturer's software maintenance may include, but is not limited to:

- Online self help functions
- Telephone and e-mail COTS Software support
- Remote COTS Software technical support
- Electronic media such as technical service bulletins on COTS Software upgrades and enhancements

Timely proposals received in response to this RFP will be evaluated by the COTS Software evaluation team. Once the proposals have been evaluated, VITA will be in a position to determine the best course of action. This may include selective COTS software activities, or contracting the comprehensive Product/Solution to one or more Suppliers. Although it is our intent to accomplish substantial improvements and cost efficiencies as the result of this project, VITA may determine that no change is warranted at this time.

VITA may at its sole discretion, make one award, multiple awards, or none at all. While not a set aside, VITA reserves the right to award to one or more DSBSD certified small business.

The expectation is that this effort will result in the establishment of a contract or contracts that will provide the means to satisfy the majority of the Commonwealth's immediate and future COTS Software needs through one or more contract(s).



Alliances among Suppliers are acceptable to meet the requirements of this procurement. However, VITA is interested in simplifying processes by having a single point of interface wherever possible.

Section 5 sets forth the solution detailed requirements. VITA reserves the right to adjust the requirements or scope of this RFP. In the event that any modifications become necessary, an amendment to this RFP will be posted on eVA.

## **2. PROPOSAL INSTRUCTIONS AND ADMINISTRATION**

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### **A. Overview**

This RFP was developed to provide all potential Suppliers with the information required to prepare proposals. This section outlines the administrative procedures and guidelines for preparing a proposal. Nothing in this RFP constitutes an offer or an invitation to contract.

### **B. Virginia Public Procurement Act (VPPA)**

This RFP is governed by the Virginia Public Procurement Act (VPPA), § 2.2-4300 *et seq.* of the Code of Virginia, and other applicable laws.

### **C. Anti-Discrimination- § 2.2-4343(1)(E), § 2.2-4310 and § 2.2-4311**

By submitting its proposal, a Supplier certifies to the Commonwealth that it will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the VPPA.

### **D. Ethics in Public Contracting - § 2.2-4367**

By submitting their proposals, Suppliers certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. In addition, supplier will disclose any actual or perceived conflicts of interest in its proposal and will notify VITA if it becomes aware of a potential conflict of interest in the future.

### **E. Announcement of Award - § 2.2-4300 *et seq.***

If a contract is awarded or announced as part of this RFP, the purchasing agency will post notice of the award decision on the DGS/DPS eVA web site (<http://www.eva.virginia.gov>) for a minimum of 10 days. No award decision will be provided verbally. Any final contract, including pricing, awarded as a result of this RFP shall be made available for public inspection.

### **F. Authorized to Transact Business in the Commonwealth - § 2.2-4311.2**

Any Supplier that is organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Supplier is to include with its proposal either (i) Supplier's identification number issued to it by the State Corporation Commissioner (ii) a statement explaining why Supplier is not required to be registered. No award can be made to an Supplier without this information unless this requirement is waived. Appendix D of this solicitation includes a space for Supplier to provide the information required in (i) or (ii) of this subsection. If a Supplier anticipates the use of additional resources through a partnership or subcontracting relationship with other entities, the requirements of this Section 2.F will also apply to any entities that are engaged as partners or subcontractors of Supplier providing services directly to the Commonwealth upon award of a contract.

### **G. Prohibited Contributions and Gifts - § 2.2-4376.1**

No Supplier who submits a proposal in response to this solicitation, and no individual who is an officer or director of the Supplier, shall knowingly provide a contribution, gift, or other item with a value greater than \$50 or make an express or implied promise to make such a

contribution or gift to the Governor, his political action committee, or the Secretary of Technology during the period between the submission of the proposal and the award of any resulting contract award with an expected value of \$5 million or more dollars.

#### **H. Liability**

The issuance of this document and the receipt of information in response to this document will not cause VITA to incur any liability or obligation, financial or otherwise, to any Supplier. VITA assumes no obligation to reimburse or in any way compensate a Supplier for expenses incurred in connection with its proposal.

#### **I. Nondisclosure**

All proposal information submitted by a Supplier will be treated as confidential prior to contract award and will not be disclosed except as required by law or by court order.

#### **J. Alternative Dispute Resolution (ADR)**

VITA's Alternative Dispute Resolution (ADR) process serves as its Administrative Appeals Procedure meeting the requirements of § 2.2-4365 of the Code of Virginia. More information regarding the ADR process can be found on the VITA website: <https://www.vita.virginia.gov/supply-chain/>. By responding to this RFP, Supplier agrees to submit any appeal of a protest denial to VITA's ADR process.

#### **K. Proprietary Information**

VITA reserves the right to use information submitted in response to this document in any manner it may deem appropriate in evaluating the fitness of the solution(s) proposed. Ownership of all data, materials, and documentation originated and prepared for VITA pursuant to the RFP shall rest exclusively with VITA and shall be subject to public inspection in accordance with the § 2.2-4342 of the VPPA and the Virginia Freedom of Information Act.

Trade secrets or proprietary information submitted by a Supplier in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2- 3700 *et seq.*) if the Supplier:

- i). invokes the protections of this section in writing prior to or upon submission of the data or other materials,
- ii). identifies specifically the data or other materials to be protected, and
- iii). states the reasons why protection is necessary.

#### **FAILURE TO COMPLY WILL RESULT IN THE DATA OR OTHER MATERIALS BEING RELEASED TO SUPPLIERS OR THE PUBLIC AS PROVIDED FOR IN THE VIRGINIA FREEDOM OF INFORMATION ACT.**

You should provide as a separate appendix to its proposal a list of all pages in the proposal that contain proprietary information and the reason it deems such information proprietary. The classification of an entire proposal as proprietary or trade secret is not acceptable and will not be honored by VITA or the Commonwealth.

#### **L. Proposal Protocol**

In order to be considered for selection, you must submit a complete response to this RFP no later than 4:00 PM local time on the date specified in the Timetable set forth in this section.

Original hardcopy proposals must be bound with tabs delineating each section. Electronic copies must be submitted on a reproducible, portable data storage device (RPSD) such as CD-ROM or USB flash drive VITA requires that all Suppliers submit their proposals as follows:

1. One (1) complete original hardcopy, bound or contained in a single volume where practical, with permission to make copies;
2. Four (4) sets of RSPD No. 1
3. One (1) copy of RSPD No. 2, as specified in Section 3 of this RFP.
4. One (1) copy of RSPD No. 3, with redactions, if necessary, consistent with the requirements of RFP, Section 2, subsection K, Proprietary Information.

Proposals must be submitted to the following location:

To: Virginia Information Technologies Agency (VITA)  
ATTN: Adam Phillips  
Supply Chain Management (SCM)  
11751 Meadowville Lane  
Chester, VA 23836

All proposal materials must be in either Microsoft Word or Excel, as specified.

A proposal submitted for consideration should be clearly marked on the outside cover of all envelopes, RSPDs, boxes or packages with the following:

Name of Supplier  
Street Address or P.O. Box Number  
City, State, Zip Code  
RFP 2018-15

The proposal must be signed by an authorized representative of the Supplier.

Proposals should be prepared and organized as indicated in Section 3, "Proposal Format", providing a concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

You must be prepared to incorporate all statements made in your proposal in response to Sections 5, 6, 7, and 8 into the final contract if awarded.

#### **M. Single Point of Contact**

Submit all inquiries concerning this RFP in writing by email, subject: "Questions on RFP # 2018-15 to:

SPOC: Adam Phillips  
Email: adam.phillips@vita.virginia.gov

VITA cannot guarantee a response to questions received less than five (10) days prior to the proposal due date. No questions will be addressed orally.

To ensure timely and adequate consideration of proposals, **Suppliers are to limit all contact**, whether verbal or written, pertaining to this RFP to the designated SPOC for the duration of this proposal process.

#### **N. Pre-Proposal Teleconference**

There will be a pre-proposal teleconference held on the date specified in Table 1 in this Section. The pre proposal teleconference is open to all interested Suppliers and you are encouraged to attend. There will be no opportunity for a private or individual tour or presentation. Suppliers are encouraged to submit pre-proposal questions in writing at least 72 hours prior to the pre-proposal teleconference. These questions will be answered as part of the pre-proposal conference.

To participate in the pre-proposal teleconference, register with Adam Phillips at adam.phillips@vita.virginia.gov by sending an email stating your firm's name and your participating representative(s). You will receive a teleconference number for the call. It is

strongly recommended that you register with Adam Phillips not later than 4:00 pm local time on the day prior to the teleconference to ensure that Supplier receives a teleconference number.

## O. Evaluation Process

VITA will review each proposal received by the due date and time to determine whether it meets the Must Have factors of this RFP. All Must Have factors are evaluated on a met-or-not-met basis. Any proposal that does not meet all of the Must Have factors will be set aside and receive no further consideration.

The proposals that meet all the Must Have criteria will be distributed to the evaluation team who will assess and score each Supplier's response to Sections 5-7, and 9 of the RFP based on a review of the submitted materials.

VITA may elect to continue the evaluation of the most qualified proposal (s) and may request that Suppliers clarify or explain certain aspects of their proposals.

A numerical scoring system will be used in evaluation of proposals. The point values assigned to each of the evaluation criteria shall be posted in eVA prior to the due date and time for receiving proposals.

At any point in the evaluation process VITA may employ any or all of the following means of evaluation:

- Reviewing industry research
- Supplier presentations
- Site visits
- Supplier's status as a small business or micro business, including small or micro businesses that are owned by minorities, women, or disabled veterans, and certified by the Department of Small Business and Supplier Diversity (DSBSD)
- Supplier's planned amount of spend with certified SWaM or micro business (as defined below) subcontractors, and Non-SWaM businesses.
- Contacting Supplier's references
- Review of Supplier's ability and willingness to comply with the commonwealth's security and data privacy policies, standards, guidelines and related contract terms as specified in the RFP
- Product demonstrations/pilot tests/detailed demonstrations
- Review of pricing
- Contacting Supplier's customers
- Interviewing key personnel
- Requesting Suppliers elaborate on or clarify specific portions of their proposal, including, as applicable, any responses to the RFP's security requirements

VITA may limit all of the above to the most qualified proposals. No Supplier is guaranteed an opportunity to explain, supplement or amend its initial proposal. Each Supplier is encouraged to ensure that its initial proposal contains and represents its best offering. **You should submit your best proposal and not assume there will be an opportunity to negotiate, amend or clarify any aspect of your initial submitted proposal.**

Each Supplier should be prepared to conduct product demonstrations, pilot tests, presentations or site visits at the time, date and location of VITA's choice, should VITA so request.

VITA will select for negotiation those proposals deemed to be fully qualified and best suited based on the factors as stated in the RFP. Negotiations will be conducted with these Suppliers. After negotiations, VITA may select the proposal(s) that, in its opinion, is the best proposal(s) representing best value and may award a contract to that Supplier(s). For purposes of this RFP, VITA will determine best value based on the value relative to the cost of the Solution, giving consideration to the project's budget objective.

If any Supplier fails to provide the necessary information for negotiations in a timely manner, or fails to negotiate in good faith, VITA may terminate negotiations with that Supplier at any time.

VITA reserves the right, at its sole discretion, to reject any proposal or cancel and re-issue the RFP. In addition, VITA reserves the right to accept or reject in whole or in part any proposal submitted, and to waive minor technicalities when in the best interest of the Commonwealth.

VITA WILL NOT BE CONTRACTUALLY BOUND TO ANY SUPPLIER PRIOR TO THE EXECUTION OF A DEFINITIVE WRITTEN CONTRACT.

#### P. Evaluation Factors

The evaluation factors involved in this RFP are as follows:

- i. Must Have (M) factors identified in the table below:

No.	Must Have (M) Factors
	(M) Proposal must be received by the due date and time. No late proposals will be reviewed.
	(M) Supplier must commit to sell to all locations and either provide service or arrange for service to all public bodies in the Commonwealth Virginia
	(M) Suppliers who respond that are not manufacturers must include documentation that authorizes supplier to sell and if appropriate service manufactures' COTS Software products.

- ii. The extent to which the Supplier's proposal satisfies the requirements identified in Sections 5 and 8,
- iii. Supplier's viability and past performance (see Section 6, "Supplier Profile"). This will include Supplier's diligence and thoroughness in following and completing the requirements of this solicitation.
- iv. Supplier's status as a DSBSD-certified small business or micro business, including small businesses or micro businesses that are owned by minorities or women, and Supplier's proposed Supplier Procurement and Subcontracting Plan (see Section 7).
- v. Cost which may include submitted price, negotiated price, discounted price, total cost of ownership, etc.

#### Q. Procurement Website

The Commonwealth of Virginia's procurement portal, <http://www.eva.virginia.gov>, provides information about Commonwealth solicitations and awards. Suppliers are encouraged to check this site on a regular basis and, in particular, prior to submission of proposals to identify any amendments to the RFP that may have been issued.

#### R. Timetable

**Table 1**

Activity	Target Completion Date
RFP posted to eVA	03/27/2018
Register for pre-proposal teleconference due to VITA	04/11/2018
Supplier pre-proposal teleconference	04/12/2018 - 10:00AM
Deadline for all questions	05/07/2018

Proposals due	05/17/2018
Contract(s) awarded	07/2018 - ESTIMATED

The timetable above is provided for planning purposes only.

**S. eVA Registration Required**

By the date of award, the selected Supplier(s) is required to be registered and able to accept orders through eVA. To register with eVA, select the "Vendor" tab at the eVA website, <http://www.eva.virginia.gov>, for registration instructions and assistance.

**T. Excluded Parties List**

Your organization, all affiliates and all subcontractors may not be awarded a contract if they are excluded on the federal government's System for Award Management (SAM) at <https://www.vita.virginia.gov/supply-chain/scm-policies-forms/#sam> or the Commonwealth of Virginia's Debarment List as provided by Code of Virginia § 2.2-4321 at the time of award.

### 3. PROPOSAL FORMAT

Suppliers are to adhere to the specific format set forth in Table 2 below to aid the evaluation team in its efforts to evaluate all proposals fairly and equitably. Proposals that deviate from the requested format will require additional time for review and evaluation. VITA may reject any proposal that is not in the required format, or does not address all the requirements of this RFP.

Proposals should be written specifically to answer this RFP. General “sales” material should not be used within the body of the proposal and any additional terms or conditions on the “sales” material will be considered invalid. If desired, Supplier may attach such material in a separate appendix. It is essential that the proposal be thorough and concise. Supplier should avoid broad, unenforceable, or immeasurable responses and should include all requested information in each section as indicated below.

In order to facilitate VITA’s review of the submitted proposals, Suppliers are to provide the requested information in the following format. SUPPLIER SHOULD PLACE ITS NAME, not “VITA”, IN EACH FILE NAME (e.g., ABC Corp No Name Transmittal.doc). Quantities of each RSPD are specified in Section 2, Proposal Protocol. VITA will not separate a proposal into the requisite RSPDs.

#### A. Supplier’s Proposal Format

**Table 2**

RSPD No.	Section Title	Contents/Deliverables (Each a separate file)
1.	<b>Transmittal</b>	A signed cover letter, identifying the individuals authorized to negotiate on behalf of the Supplier and their contact information. A copy of a completed eVA registration confirmation.
1.	<b>Executive Summary</b>	Top level summary of the most important aspects of the proposal, containing a concise description of the proposed solution(s). Requested limitation: 2 pages.
1.	<b>Detailed Description of Proposed Solution(s)</b>	Supplier’s response by item <b>in the tables</b> set forth in Section 5, clearly identifying and detailing the proposed Solution, and any processes, methodologies, and resources required by the Solution type defined in Section 5. Requested limitation: 25 pages.
1.	<b>Supplier Profile</b>	Pursuant to Section 6.
1.	<b>Supplier Procurement and Subcontracting Plan</b>	Pursuant to Section 7 and Appendix B.
1.	<b>Contracts and Appendix A</b>	Any comments or edits regarding VITA’s proposed contractual terms and conditions pursuant to Section 9, provided and submitted in the completed table from Appendix E. Should include all agreements to VITA’s “License Agreement Addendum” signed by each proposed software manufacturer (see Section 9). Should include Appendix A – Service Level Agreement(s) (SLAs).



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<b>RSPD No.</b>	<b>Section Title</b>	<b>Contents/Deliverables (Each a separate file)</b>
<b>1.</b>	<b>Appendices</b>	Should include any required appendices including Appendix D, the completed State Corporation Commission form. Provide the implementation plan as requested in Section 5. Any optional information Supplier may wish to submit, not including pricing data.
<b>2.</b>	<b>Pricing</b>	Detailed pricing as specified in Section 8 and Appendix C. Submitted in a separate envelope a hard copy file and RSPD. Do not include any pricing data in any other section of your proposal.
<b>3.</b>	<b>Redaction</b>	Fully redacted proposal.

By submitting a proposal, Supplier certifies that all information provided in response to this RFP is true and accurate.

## 4. PRESENT SITUATION

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The Virginia Information Technologies Agency (VITA) is the commonwealth's consolidated information technology organization. VITA's responsibilities fall into four primary categories:

- Governance of the commonwealth's information security programs in support of the responsibilities of the Chief Information Officer of the Commonwealth;
- Operation of the IT infrastructure, including all related personnel, for the executive branch agencies declared by the legislature to be "in-scope" to VITA;
- Governance of IT investments in support of the duties and responsibilities of the Information Technology Advisory Council and the Chief Information Officer of the Commonwealth;
- Procurement of technology for VITA and on behalf of other state agencies and institutions of higher education.

VITA provides outstanding service and technology solutions to support customers and address their business needs. Our services can be thought of as the information technology utility that supports specific agency requirements as they endeavor to deliver citizen services. While the agency works directly with the citizen, VITA works with the agency as a 'behind-the-scenes' service provider.

VITA currently oversees approximately 253 statewide contracts with an estimated annual spend of over \$400 million dollars. COTS Software contracts have contributed over \$90 million dollars of the recorded spend throughout the last 4 years.

Suppliers are encouraged to provide as many COTS Software and/or SaaS solutions that fits within the scope of this RFP.

For Executive Branch Agencies and Public Bodies in scope to VITA, any SaaS product that is not hosted at the user's premises or at VITA, the Authorized User will be required to seek VITA oversight to ensure the Software Publisher can pass an ECOS assessment and meet the current cloud policy and securities of the Commonwealth.

Supplier is not a party to any such cloud assessments between Authorized User and Software Publisher and will not be liable for any and all claims or obligations related to that Software Publisher's Software, licensing and cloud services.

Authorized Users of this contract will primarily be non-executive agencies, local governments, K-12, higher education and state universities and other public bodies as defined in § 2.2-4301 of the Code of Virginia

The Commonwealth additionally encourages Suppliers to bring innovative ideas and/or solutions to government—ideas that result in cost and operational efficiencies or improvements while enhancing the services that governments provide its citizens.

## **5. FUNCTIONAL AND TECHNICAL REQUIREMENTS**

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See Microsoft Excel document labeled Appendix F for Requirements

## 6. SUPPLIER PROFILE

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### A. Supplier Proposal Compliance

Before submitting your proposal, you should verify: (i) your proposal is accurate and complete; (ii) your proposal is prepared in accordance with the solicitation requirements, including providing all information, content, responses and appendices requested and, (iii) that all required communication, format and submission instructions are followed.

### B. Supplier Corporate Overview

#### 1. Business

State your firm's core business, background, and experience in the relevant market, (not to exceed 3 pages).

#### 2. Corporate Identity

Please provide the identity of any parent entity, including address, phone and fax numbers, FEIN or tax ID No., company web site and contact email. Provide the identity of any of your subsidiaries, as applicable (not to exceed 3 pages).

#### 3. Organization and Structure

Please provide an overview of your firm's organizational operating structure and describe the operational and functional relationships of the business units of its organization, as they relate to your proposal and VITA's stated needs and requirements. Organizational charts are helpful supplements to the descriptions.

Indicate whether your firm expects to provide the Solution with existing resources or plans to secure additional resources by partnering or subcontracting. If applicable, identify the additional resources required to provide the Solution/solution included in the proposal and the timetable for obtaining such resources. If your firm expects to utilize a partnership or subcontracting relationship, any such partner or subcontractor shall comply with the requirements of Section 2.F above.

#### 4. Locations

Please describe the geographical locations of your firm at the national, regional, and local levels, as applicable. Identify all locations that will be used to support a resultant contract and the operations handled from these locations. Clearly identify any overseas locations which may be used to support the resultant contract or any related data transactions.

#### 5. Strategic Relationships

Identify all strategic relationships with other related Suppliers you have or anticipate having. State all subcontractors expected to be employed and outsourced Solution to be used in implementing the proposed solution. VITA reserves the right to request that you provide all

the information described in this section for any and all major subcontractors proposed by your firm.

**6. ISO 900X Certification**

Please indicate if your firm is ISO certified. Yes or no is sufficient. If "yes", identify the area(s) certified (e.g., services, manufacturing).

**C. Financial Information**

**1. Total Annual Revenue**

Please state your total annual revenue and indicate the revenues associated with the provision of Solution relevant to your proposal.

**2. Dun and Bradstreet Credit Report**

Include your firm's current full D&B Business Report, if D&B issues reports on Supplier.

**3. Annual Reports**

Please provide certified, audited financial statements (i.e., income statements, balance sheets, cash flow statements) for the most recent three years. (Any Supplier that has been in business for a shorter period of time is required to submit any available certified, audited annual financial statements.) VITA may request copies of or access to current and historic annual reports. VITA reserves the right to access a Supplier's publicly available financial information and to consider such information in its evaluation of such Supplier's proposal.

**4. Research and Development**

State the percentage of your firm's total revenue invested in Research and Development, as appropriate.

**D. Future, Long Term Vision and Strategic Plans**

Provide information on your firm's future, long-term vision, and strategic plans as they relate to the direction of the proposed solution and describe a clear vision of how your firm plans to support emerging technologies and industry standards.

**E. Supplier Experience Level and Customer References**

You should have a demonstrable, proven record of providing a Solution similar to those defined in Section 5 to customers of similar scope and complexity. Please provide three customer references, with contact names, email addresses, phone numbers, Solution descriptions, and dates implemented that VITA may use as a reference in evaluating your proposal. VITA will make such reasonable investigations as deemed proper and necessary to determine the ability of a Supplier to perform a resultant contract. These may include, but may not be limited to, reference checks and interviews. The references should be from organizations where Supplier is providing (or has provided) a Solution that are similar in type and scope to those identified in Section 5.

**Supplier Reference #1: Reference's Organization Name \_\_\_\_\_**

Reference's Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number	Reference's Contract No.
Reference's Project Manager Name	Project Manager E-mail	Project Manager Phone Number	Project Description
Reference's Contract Manager Name	Contract Manager E-mail	Contract Manager Phone Number	Date Implemented

**Supplier Reference #2: Reference's Organization Name \_\_\_\_\_**

Reference's Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number	Reference's Contract No.
Reference's Project Manager Name	Project Manager E-mail	Project Manager Phone Number	Project Description
Reference's Contract Manager Name	Contract Manager E-mail	Contract Manager Phone Number	Date Implemented

**Supplier Reference #3: Reference's Organization Name \_\_\_\_\_**

Reference's Current Point of Contact Name	Point of Contact E-mail	Point of Contact Phone Number	Reference's Contract No.
Reference's Project Manager Name	Project Manager E-mail	Project Manager Phone Number	Project Description
Reference's Contract Manager Name	Contract Manager E-mail	Contract Manager Phone Number	Date Implemented

**F. Performance Standards Methodology**

Please describe the methodology used to develop your firm's internal performance standards, the processes and tools used to monitor and measure performance against those standards, and the management reporting systems that capture these data.

Indicate your firm's present customer satisfaction rating, summarize customer satisfaction criteria, and describe the methodology used to measure customer satisfaction. Please include any relevant publication ratings or articles.

**G. Disaster Recovery/Security Plan**

Describe in detail your firm's plans to mitigate against any disaster that would affect the ability to provide VITA with the proposed Solution. Please provide a detailed plan of your firm's security infrastructure including facility and information technology security.

**H. Service and Support Management****1. Post Implementation and Account Management Plan**

Provide detailed description of the approach that you would recommend in order to achieve maximum service levels within a minimal amount of time following service implementation.

**2. Account Management Plan**

Provide a detailed description of the approach your firm would take in order to manage the business and performance aspects of a rewarded contract. Provide a detailed description of the approach your firm would take to support self-sufficiency of a public body with respect to the solution and the transition of solution management to a public body requesting such transition.

**3. Project Team**

Provide the resumes of all key members of the project team, including, if applicable, the Account Manager, Contract Administrator, Project Managers, and Regional Vice President(s) responsible for the accounts of VITA and all other public bodies as defined by § 2.2-4301 and referenced by § 2.2-4304 and § 2.2-2012 of the Code of Virginia and for private institutions of higher education that are listed at: <http://www.cicv.org/Our-Colleges/Profiles.aspx>.

Describe the level of access the proposed project team members have within your organization and the authority they have to commit resources to meet unexpected surges in activity and/or to respond to service issues.

Provide the time frame for the availability of project team members and the percentage of time these individuals are expected to be assigned to the VITA account. VITA may require Supplier to involve VITA in the selection and rotation of any key account team members assigned to VITA.

## **7. Supplier Procurement and Subcontracting Plan**

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It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation and strengthening of small businesses and micro businesses including those small or micro businesses owned by women, minorities or service-disabled veterans and to encourage their participation in Commonwealth procurement activities. Further, VITA is committed to enable a minimum of three percent (3%) participation by small businesses owned service disabled veteran businesses as defined in §§ [2.2-2001](#) and [2.2-4310](#) of the Code of Virginia when contracting for information technology goods and services. The Commonwealth encourages all Suppliers to provide for the participation of these small businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities.

Any entity that is a small business, a small woman-owned business, a small minority-owned business or a small service disabled veteran-owned business, as defined in § 2.2-4310 or § 2.2-1401 of the Code of Virginia, or a certified micro business as defined in Executive Order Number 20 (2014), is a “SWaM” business. If your firm is a SWaM business, you should include a copy of all Virginia SWaM certifications with your proposal. No Supplier will be considered a small business, a woman-owned business, a minority-owned business, a service-disabled veteran business or a micro business unless certified by the Department of Small Business and Supplier Diversity (DSBSD). For information, go to: <http://www.sbsd.virginia.gov/>.

Please provide a Supplier Procurement and Subcontracting Plan as set forth in Appendix B. In the submitted Supplier Procurement and Subcontracting Plan, please state the amount of the overall commitment percentage that will be directly spent with SWaM subcontractors in performing the Requirements of the contract. Please also include in your plan a list of all subcontractors you plan to utilize who are Non-SWaM businesses. If Supplier does not plan to use small business subcontractors in executing a contract resulting from this RFP, so state.

Describe in detail information on all mentor-protégé programs and participation that your firm is involved with.



## 8. PRICING INFORMATION

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VITA request that each Supplier provide detailed pricing for each of the pricing methods set forth in its proposal. Pricing must be comprehensive. Additional information and backup detail should be attached as appropriate. Any scheduled price change must be identified, and actual new prices and proposed effective dates must be stated.

Submit all pricing data in the Excel Pricing Submittal spreadsheet provided. Altered formats or blank data will be considered incomplete and may be eliminated from further consideration.

Your pricing proposal must include all charges of any kind associated with the Solution. Pricing must include the Industrial Funding Adjustment (IFA) (see Section 9 of this RFP) and eVA fees. VITA will not be liable for any fees or charges for the Solution that are not set forth in the Excel Pricing Submittal. Any attempt to add these fees to submitted pricing will not be considered.

You must be willing and able to successfully provide the Solution proposed for the prices given and to complete the project on a firm fixed-price or T&M basis.

The pricing information supplied with your proposal must be valid for at least 120 calendar days from the submission date. If you wish to reserve the option to withdraw the pricing during that period, you must state so clearly in your proposal.

The "Supplier's Option" category is provided to allow Suppliers to submit additional pricing data/models if they desire.

You must disclose pricing assumptions where possible. For example, if unit price is based on a certain volume, that assumption should be indicated. You must clearly identify any discount targets/ranges available. Aggregate discounts for all of the Commonwealth are requested.

See Microsoft Excel document labeled Appendix C for the Pricing.

## 9. VITA STANDARD AGREEMENT

Any resulting agreement will be defined by a written contract, which shall be binding only when fully executed by both parties. A copy of VITA's standard Solution contract is provided as part of this RFP as a separate MS Word document titled, "VITA Solution Contract".

In the event that Supplier is a software reseller, VITA will consider the software publisher's license agreement language if the software publisher requires an End User License Agreement (EULA). In such case, Supplier is advised that VITA will require Supplier(s) to obtain VITA's License Agreement Addendum to the EULA to address terms and conditions in the EULA that VITA, as a government entity, by law or by policy, cannot agree.

If a Supplier's proposed Solution requires VITA to execute an EULA, Supplier shall contact the SPOC, who will provide Supplier with VITA's "License Agreement Addendum" terms.

The final terms and conditions of the contract shall be agreed upon during negotiations; however, VITA's business requirements are embodied in its standard agreements and Supplier is to give them the same careful review and consideration as the other requirements set forth in this RFP.

You must complete and submit with your proposal all exceptions or recommended language revisions to the VITA contract template, excluding exceptions or recommended language revisions to any provisions regarding liability in the format provided in the Appendix E table, "RFP Section 9.0 - Supplier Exceptions to VITA Contract Template". If your firm is selected to go forward into negotiations, you must state any exceptions to any liability provisions contained in the Request for Proposal and the VITA Contract Template at that time. Any exceptions must be made in writing at the beginning of such negotiations, submitted via email to the designated VITA SPOC. Any exceptions or recommended language revisions will be considered during negotiations. Redlines to the contract template itself, will not be considered or evaluated. All Suppliers are encouraged to utilize the SPOC to address any questions you may have regarding any part of the VITA Contract.

Include the completed table below in your response to this RFP.

Issue:	Supplier's response (Y & N)
Do you agree that the contents of your response to Sections 5, 7 and 8 will become part of any contract that may be entered into as a result of this RFP?	
Will you agree to begin measuring the service level (Appendix A) within 60 days of the start of the implementation of the Solution?	
The contract will include performance standards, measurement criteria and significant corresponding financial remedies.  Do you agree to include the Service Levels and remedies for non-compliance as defined in Appendix A in the final contract?	
Do you agree to include mutually agreed upon cost reduction initiatives, which will be periodically updated during the term of the contract?	
Do you agree that all provisions of the VITA Contract NOT addressed by you in the Appendix E table are acceptable?	
Do you acknowledge that you will submit a Supplier Procurement and Subcontracting Plan stating whether or not and how you will be utilizing small businesses in your proposal? See Section 7.	

<p>Supplier acknowledges that no federal funds may be used to obtain any Solution under a contract awarded, pursuant to this RFP, to any Supplier who appears on any excluded lists on the federal government's System for Award Management (SAM) at <a href="https://www.vita.virginia.gov/supply-chain/scm-policies-forms/#sam">https://www.vita.virginia.gov/supply-chain/scm-policies-forms/#sam</a></p>	
<p>Do you affirm that your response meets all of the Mandatory requirements listed in section 2.P?</p>	
<p>Do you affirm that your organization is properly registered with the Virginia State Corporation Commission to conduct business in the Commonwealth? Supplier is to complete Appendix D and submit with its proposal.</p>	
<p>Do you affirm that any anticipated partner or subcontractor that will provide Services/Solutions directly to the Commonwealth is properly registered with the Virginia State Corporation Commission to conduct business in the Commonwealth? Supplier is to complete and additional Appendix D for all anticipated partners or subcontractors and submit with its proposal.</p>	
<p>Do you affirm that your organization and all affiliates are current with all sales tax obligations to the Commonwealth as of the due date of the proposals in response to this RFP?</p>	
<p>Do you agree to accept the provisions at the following URLs:  <a href="https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/StatutorilyMandatedTsandCs.pdf">https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/StatutorilyMandatedTsandCs.pdf</a>;  the eVA provisions at:  <a href="https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/eVATsandCs.pdf">https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/eVATsandCs.pdf</a> and the contractual claims provision § 2.2-4363 of the Code of Virginia.  the Mandatory Internal Revenue Service (IRS) Publication (required for FTI data only) at:  <a href="https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/Mandatory_IRS_Pub_1075_for_FTIData-1.pdf">https://www.vita.virginia.gov/media/vitavirginiagov/supply-chain/pdf/Mandatory_IRS_Pub_1075_for_FTIData-1.pdf</a></p>	
<p>Do you agree to comply with the Supplier's Monthly Report of Sales and Industrial Funding Adjustment requirements (see details in standard contract included as an Attachment to the RFP)?</p>	

## **Appendix A – Service Level Agreements (SLAs)**

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(To be provided by the Supplier.)

## Appendix B - Supplier Procurement and Subcontracting Plan

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the contract award date to participate in the SWAM program. Certification applications are available through DSBSD online at <http://www.sbsd.virginia.gov/>.

Supplier Name: \_\_\_\_\_

Preparer Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions

- A. If you are certified by the DSBSD as a small business or as a micro business, complete only Section A of this form. This shall include DSBSD-certified women, minority, or service-disabled veteran-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form.

### Section A

If your firm is certified by the DSBSD, are you certified as a (**check all that apply**):

- \_\_\_\_\_ Small Business  
 \_\_\_\_\_ Small and Women-owned Business  
 \_\_\_\_\_ Small and Minority-owned Business  
 \_\_\_\_\_ Small Service Disabled Veteran-owned Business  
 \_\_\_\_\_ Micro Business  
 \_\_\_\_\_ Micro Business and Women-owned Business  
 \_\_\_\_\_ Micro Business and Minority-owned Business  
 \_\_\_\_\_ Micro Service Disabled Veteran-owned Business

Certification Number: \_\_\_\_\_

Certification Approval Date: \_\_\_\_\_

Certification Expiration Date: \_\_\_\_\_

### Section B

Populate the table below to show your firm's plans for utilization of DSBSD-certified SWaM businesses and Non-SWaM businesses directly performing the Requirements of this contract. This shall not exclude DSBSD-certified micro businesses or women, minority, or service disabled veteran-owned businesses when they have received the DSBSD small business certification. Include as well businesses that ARE NOT SWaM businesses that will be utilized in directly performing the Requirements of this contract. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

<b>Small Business Name &amp; Address DSBSD Certificate # (Leave certificate number blank if Non-SWaM)</b>	<b>Status if Small Business is also: Women (W), Minority (M) Service-Disabled Veteran (D), Micro Business (O) Non-SWaM (NS)</b>	<b>Contact Person, Telephone &amp; Email</b>	<b>Type of Goods and/or Services</b>
<b>SWaM Overall Commitment Percentage</b>			
<p><b>Please state here the overall commitment percentage for DSBSD-certified SWaM businesses directly performing the Requirements of this Contract:</b></p> <p><b>Note: The percentage above ONLY APPLIES to DSBSD-certified SWaM businesses who are directly performing the Requirements of this Contract. Do not include in the percentage any businesses performing the Requirements of this Contract that are non-SWaM businesses.</b></p>			

## **Appendix C – Pricing**

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See Microsoft Excel Spreadsheet titled Pricing Schedule

## **Appendix D – State Corporation Commission Form**

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### **Virginia State Corporation Commission (SCC) registration information. The Supplier:**

is a corporation or other business entity with the following SCC identification number:  
\_\_\_\_\_ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Supplier in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Supplier's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Supplier's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):



## **Appendix E - RFP Section 9.0 - Supplier Exceptions to VITA Contract Template**

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*Note to Supplier: You may add rows as needed or change the layout for this page to landscape.*

Page Number	Contract Section/Subsection	Current Language	Exception Explanation	Recommended Revised Language