Development of an
Affirmative Action Plan
May 8, 2009
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Development of an Affirmative Action Plan

RFP Number: KC050809

Issue Date: May 8, 2009

Brief Description: Develop an Affirmative Action Plan (the “Plan”) for the University of Virginia’s (the “University”) three agencies: Academic, Medical Center, and College at Wise for the 2010, 2011, and 2012 plan years.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 3:00 p.m. Friday May 15, 2009 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 3:00 p.m. Thursday May 28, 2009. Proposals must be sent to the buyer via email using the contact information in the box below. The University reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiation Questions, if needed, will be sent to Firms on Friday, June 12, 2009

Expected Award Date: June 26, 2009

Term of Agreement: The term of a resulting Agreement will be for three years, with the ability to renew on the same terms and conditions, for two additional two-year periods if mutually agreeable to the University and the Selected Firm. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.
This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: http://www.procurement.virginia.edu/pagerfp. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement Services web site: http://www.procurement.virginia.edu.

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

**B. SCOPE OF SERVICES**

The University and its Office of Equal Opportunity Programs (“EOP”) seeks a qualified firm to provide data analysis and services (the “Services”) to assist with the development of the University’s Affirmative Action Plan (Plan) for 2010, 2011, and 2012 plan years.

The Selected Firm will provide Services that may include but are not limited to the following:

1. Provide individual Plans for the University of Virginia’s three state agencies: Academic, Medical Center, and College at Wise;

2. The Plans will:
   a. Comply fully with Title 41, Part 60 of the Code of Federal Regulations;
   b. Contain a Narrative, including a section on goal attainment;
   c. Contain all required statistical analysis and reports (workforce analysis, job group analysis, comparison of incumbency vs. availability, placement goals, etc.);
   d. Contain Impact Ratio Analysis;
   e. Contain year-end monitoring transaction listings;
   f. Provide diversity management summary reports to the Vice President / Dean level and optionally to a lower unit level within the agency;

3. Provide Optional pricing (if not included in regular pricing) for;
   b. A six month monitoring report

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**NOTE 1:** During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm’s proposal or cancellation of the RFP.

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**REFER ALL QUESTIONS TO THE ISSUING OFFICE:**

UNIVERSITY OF VIRGINIA
Department of Procurement Services
Attention: Kevin Crabtree
Phone: 434-924-4219
Fax: 434-982-2690
Email: ke5yc@virginia.edu
4. Provide one bound copy and once electronic version of the Plan to the University’s EOP for each of the University’s agencies.
5. Work closely with the University’s EOP on the creation of the Plan. The Plan will be developed in the following phases:
   a. Data collection
   b. Plan development
   c. Draft presentation and comments
   d. Finalization of the Plan
   e. Delivery of the bound and electronic copies of the Plan

C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to provide the University with the products as described in the Scope of Services section;
2. The firm’s experience in providing Services similar to those described in this RFP, to include the firm’s references from clients;
3. The firm’s price proposal; and
4. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter at Attachment 1 and refer to the following site: www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.

Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP. Firms will provide the following information:

1. A brief history of the firm and its experience, qualifications and success in providing the type of service requested particularly to higher education institutions with medical centers.
2. A detailed description and the full specifications of the services proposed. Each firm will indicate in its proposal the firm’s ability to achieve / comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm will detail its proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.
3. The firm’s proposed price / fee for providing the Services, to include shipping charges (the University’s shipping terms are FOB Destination).
4. At least three references where similar Services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and their telephone number. If possible, one reference should be from an institution of higher education with a medical center.
5. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.
6. Provide a list of institutions of higher education with which the firm has signed a term contract.
7. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at http://www.vcu.edu/procurement/coopcon.htm
8. Complete and return the information requested in Attachment 2, Firm Information.

NOTE: Virginia Freedom of Information Act
Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.

E. TERMS AND CONDITIONS
This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia. [https://www.procurement.virginia.edu/pagevendorregistrationform](https://www.procurement.virginia.edu/pagevendorregistrationform)
- The Selected Firm registering and accepting eVA Terms and Conditions prior to award. [http://www.eva.virginia.gov](http://www.eva.virginia.gov)

**Note:** Unless a firm *expressly and specifically states its exception* to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

F. OTHER INFORMATION

A. Insurance
Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

Commercial General Liability:
The Selected Firm and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with coverage for the following:
\( \{X\} \) Premises/Operations \( \{X\} \) Products/Completed Operations
\( \{X\} \) Contractual \( \{X\} \) Independent Contractors
\( \{X\} \) Additional Insured*

Automobile Insurance:
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $500,000 per occurrence with the following coverage for vehicles operated by their employees.
\( \{X\} \) Any Automobile \( \{X\} \) Owned and Non-Owned Automobiles

Professional Errors and Omissions Liability:
The Selected Firm will maintain professional errors and omissions liability coverage of at least $1,000,000 per claim.

*Additional Insured:
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge
Executive Vice President and Chief Operating Officer

LWS:dr

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228
# Firm Information

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**SWAM Information:**

Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):  
- [ ] Yes  
- [ ] No

- Minority-Owned Business:  
  - [ ] Yes  
  - [ ] No
- Women-Owned Business:  
  - [ ] Yes  
  - [ ] No
- Small-Owned Business:  
  - [ ] Yes  
  - [ ] No

Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?  
- [ ] Yes  
- [ ] No

**Point of Contact for this Proposal:**

Name:  
Address:  

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