Request for Proposal

Classroom Facilities in Northern Virginia

October 14, 2011

A VASCUPP Member Institution
Issued by
Procurement and Supplier Diversity Services
Charlottesville, Virginia
I. GENERAL INFORMATION

Request for Proposal (RFP) Name: Classroom Facilities in Northern Virginia

RFP Number: KC101411

Issue Date: October 14, 2011

Brief Description: The McIntire School of Commerce at the University of Virginia (the “University”) offers classes in the Northern Virginia area to students pursuing their M.S. in the Management of Information Technology (MSMIT) degree. The class typically meets every other Saturday from 7:00 a.m. to 5:30 p.m. at a conference center in the Northern Virginia area. These classes will begin in August 2012 and go through July 2013. The class is now in its 11th year in being offered in Northern Virginia, and the program is expected to continue indefinitely.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 3:00 p.m. on Thursday, October 27, 2011 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: Monday, November 7, 2011, 3:00 p.m. Proposals should be sent via email using the contact information in the box below. Proposals should be formatted in Microsoft Word or Adobe PDF. The University may, at its discretion, accept late proposals if it is determined to be in the best interest of the University.

On-Site tours and Negotiations: On-site tours and negotiations, if needed, will be held on the week of November 14, 2011. Negotiations may be conducted via email, phone, in person, or a combination of all.

Expected Award Date: December 9, 2011

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for one year, with the ability to renew on the same or similar terms and conditions, for six additional one-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.

REFER ALL QUESTIONS TO THE ISSUING OFFICE:

UNIVERSITY OF VIRGINIA
Department of Procurement and Supplier Diversity Services
Attention: Kevin Crabtree
Phone: 434-924-4219
Fax: 434-982-2690
Email: kc5yc@virginia.edu

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 Les Haughton, Director 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.
This Request for Proposal (RFP) has been posted on Procurement and Supplier Diversity 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](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 and Supplier Diversity Services web site: [http://www.procurement.virginia.edu](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.

### II. SCOPE OF GOODS & SERVICES

The University and its McIntire School of Commerce seeks a qualified firm that is able to provide a classroom venue that meets the needs of the University (the “Goods and Services”). The Goods and Services provided may include, but not be limited to, the following:

**A. Location requirements:**
A facility within a 15-mile radius of Tyson’s Corner, Virginia, excluding locations in Maryland and the District of Columbia. Locations near I-66, Route 7, Route 267 (the Dulles Toll Road), or Metro stops are preferred.

**B. Time requirements:**
1. Every other Saturday and infrequent Fridays (two per year) from 7:00 a.m. to 5:30 p.m.
2. Classes run from August through July. This would be an annual reoccurring class.
3. Must be able to commit to a 12-month schedule of class dates in advance.
4. Ability to add or move meeting dates and times, with mutually agreed upon advance notification.

**C. Preferred Capacity specs:**
1. Main classroom space must be able to accommodate 45 people.
2. Option for expanding to accommodate 70 to 90 people would be preferred.
3. Tiered seating preferred.
4. Room must be acoustically appropriate for conversations from student-to-faculty and student-to-student.
5. Space for three to six small breakouts (groups may consist of six to ten people).

**D. Technical specs will include:**
1. Laptop hook up to a projector with audio capability for instructor.
2. Lavaliere microphone for instructor.
3. Reliable, high-speed wireless internet access.
4. Desk space with access to power outlets for all participants.
5. Video teleconferencing capability.
6. Installed capability for audio/video-recording sessions preferable.
E. Catering specs will include:
1. Hot breakfast served at 7:30 a.m.
2. Lunch served at 12:30 p.m.
3. Midday snack.
4. Continuous hot/cold beverage service throughout the day.
5. A varied menu. Food quality must be appropriate for a business conference (see Attachment 3, Sample menus for M.S. MIT class meetings for sample menus).
6. Maintain compliance with all local, state, and/or federal food sanitation and health requirements. Also obtain all local permits or licenses which are required to conduct a catering/food operation business, including ABC license.

F. Customer Service:
1. Return phone calls and emails from the University within three business hours.
2. Accessible parking for all classroom attendees.
3. An on-site building operations staff member and an accessible Audio Visual technical support staff member to be available during all class meeting times.
4. Provide an account manager specifically assigned to manage the University’s account.

III. 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 Good and Services section;
2. The firm’s experience in providing Goods and 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](http://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 Les Haughton, Director Supplier Diversity, at (434) 924-7174 or lh7sn@virginia.edu.

IV. 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 product requested.
2. A detailed description (include pictures of proposed meeting rooms) and the full specifications of the venue being 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 Goods and Services (provide example food menus with regard to catering pricing).
4. At least three references where similar goods and/or 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.
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 https://vascupp.org.
8. Complete and return the information requested in Attachment 2, Firm Information.
9. Answer the following questions:
   a. Will you allow for the University to independently source and use a third party caterer? Any fees for allowing a third party caterer option?
   b. Is alcohol allowed to be served at the firm’s facility?

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 citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm 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. A firm may not request that its entire proposal be treated as a trade secret or proprietary information. Nor may a firm request that its pricing be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

V. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

1. The Selected Firm registering as a vendor with the University of Virginia. https://www.procurement.virginia.edu/pagevendorregistrationform
2. Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one of the University approved methods for receipt of electronic payments. Accordingly,
the Selected Firm agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.

3. The Selected Firm registering and accepting eVA Terms and Conditions prior to award. 
   ![http://www.eva virginia.gov](http://www.eva.virginia.gov)

4. The University’s Mandatory Contractual Provisions:

5. The University’s Preferred Contractual Provisions:

**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.

6. The University's Procedure for Resolution of Contractual Claims

7. **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 provide a minimum combined single Liability for bodily injury and property damage of $1,000,000 per occurrence and $3,000,000 aggregate that includes product liability with the following coverage:
   - Premises/Operations
   - Products/Completed Operations
   - Contractual
   - Independent Contractors
   - Personal Injury
   - Additional Insured
   - Liquor Liability

   **Umbrella/Excess Liability:**
   - The Selected Firm, and any subcontractor, will maintain excess liability coverage of at least $1,000,000 per occurrence that provides coverage uniform with the underlying general liability insurance.

   *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."

**Formation of the Agreement with the Selected Firm**
All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted,
if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.

- Responding firm(s) must include in their proposals all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after their proposal has been submitted.
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 a particular institutional focus on developing long-term business relationships with minority-and women-owned businesses. We count on our majority firms to help us achieve our goal.

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. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. 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,

Colette Sheehy
Vice President for Management and Budget
### Full Legal Name

Company name as it appears with your Federal Taxpayer Number:

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<td>Telephone Number: FAX Number:</td>
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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: |
| Women-Owned Business: |
| Small-Owned Business: |

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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<td>Email Address:</td>
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Attachment 3
Sample menus for M.S. MIT class meetings

*We do not require these specific foods – rather, these should give a sense of the service level that we provide for these students.*

**Breakfast Menu**

Scrambled Eggs

Crisp Bacon

**ASSORTED MINI PASTRIES**
An assortment of fresh muffins, croissant, and danish – all in mini sizes, accompanied by thick slices of coffeecake. Served with sweet butter and jam.

**ASSORTED YOGURTS – NON-FAT, TRADITIONAL, OR SUGAR-FREE**

**SEASONAL FRUIT SALAD**
Strawberries, cantaloupe, pineapple, grapes, etc.

**INDIVIDUAL BOXES OF CEREAL**
Single serving boxes in all different flavors.

Individual skim, 2%, whole, or soy milk in individual servings

Instant Oatmeal

**Lunch Menu**

**Artisan bread basket**

**Midsummer peach salad**
Field greens, peaches, purple onion, grape tomato, bell pepper, herbed chevre, balsamic vinaigrette

**Stuffed chicken**
Oven roasted chicken breast stuffed with baby spinach and ricotta cheese, olive tomato relish

**Midsummer vegetable sauté**

**Roasted potatoes**

**Midsummer cobbler**
White peaches, local blackberries, Chantilly cream