

Event Summary - Technology Value-Added Resellers (VAR)

Type	Request for Proposal	Number	RFP-UVA-00011-MW082019
Organization	UVa	Currency	US Dollar
Event Status	Under Evaluation	Work Group	Services
Exported on	2/19/2020	Exported by	Michael Newell Warlick
Estimated Value	-	Payment Terms	-

Bid and Evaluation

Respond by Proxy	Disallow	Use Panel Questionnaire	Yes
Sealed Bid	No	Auto Score	No
		Cost Analysis	No
Alternate Items	No		

Visibility and Communication

Visible to Public Yes

Enter a short description for this public event

The University of Virginia, on behalf of the Virginia Higher Education Procurement Consortium (VHEPC), is seeking proposals from IT Value-Added Resellers to provide technology products and services.

Commodity Codes

Commodity Code	Description
Computer Eq & Sup	Computer Equipment and Supplies
Services	services
Software	Software

Event Dates

Time Zone	EDT/EST - Eastern Standard Time (US/East-Indiana)
Released	-
Open	8/22/2019 3:00 PM EDT
Close	9/26/2019 9:00 PM EDT
Q&A Close	9/19/2019 5:00 PM EDT

Description

INTRODUCTION

The Rector and Visitors of the University of Virginia (the "University"), on behalf of the Virginia Higher Education Procurement Consortium ("VHEPC") (collectively the "University"), seeks proposals from Technology Value-Added Resellers (VAR) to provide a broad range of technology products, services and solutions to meet the requirements of the University and VHEPC. Only VARs that provide solutions (consulting, design, implementation, training) around the hardware and software it resells should submit proposals.

This Request for Proposal (RFP) is part of a competitive procurement process which allows for negotiation of goods and services. It also provides firms with a fair opportunity for their services to be considered. The process of competitive negotiation used in this case should not be confused with the process used in competitive sealed bidding. A bid is used where the goods or services procured can be described precisely, and price is generally the determinative factor. Price is not required to be the determinative factor of this RFP, although it may be. The RFP process allows the University the flexibility it needs to negotiate with firms to arrive at a mutually agreeable relationship.

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, the procedure and criteria by which a firm may be selected, and the contractual terms by which the University proposes to govern the relationship between it and the Selected Firm.

The University reserves the right to re-open the RFP, accept additional proposals and enter into an agreement with additional firms if it is deemed to be in the best interest of the University. Any firm added during the term will be subject to the same conditions contained herein and shall complete all necessary documentation required in this RFP.

BACKGROUND

VHEPC was formed in December 2014. It represents 12 public senior Colleges and Universities in Virginia, in addition to the Virginia Community College System ("Members"). The mission of VHEPC, by using the collective buying power of its Members, is to seek opportunities, leverage suppliers, and recommend courses of action in order to further strategic sourcing initiatives. This RFP is one of the strategic sourcing initiatives.

The goal of this RFP and the resulting agreements is to provide an opportunity to reduce costs, minimize administrative burden, and to ensure regulatory and policy compliance for VHEPC and VHEPC Members.

Fiscal Year 2018 total expenditure volumes for the top eight Value Added Resellers serving VHEPC member institutions exceeded \$53million.

SCOPE OF GOODS AND/OR SERVICES

The University is seeking firms to provide a broad spectrum of technology products, services, and solutions ("Goods and/or Services") to meet the various needs of the University on an as-needed-basis.

It is the University's intent to select multiple firms for award and establish those firms as contract vendors who are pre-qualified to provide Goods and/or Services to the University as needed. Work will be awarded to firms individually during the term of any resulting agreement, and the scope of each purchase/project will be determined at the time of request. Purchases/projects may be awarded based on the University's knowledge of the expertise of the firm in a given area, competitively bid among pre-qualified firms, or by other means determined to provide the best overall value to the

University. Note that no work is authorized without a University issued purchase order and no minimum or maximum amount of work is guaranteed to any firm under any resulting agreement.

During the term of any resulting agreement, the Selected Firm(s) must maintain the resources, expertise and capabilities to perform, if requested, the following:

- 🕒 Provide commercial hardware, software, peripherals and accessories as ordered;
- 🕒 Perform consulting, assessment, design, integration, installation, and managed services and solutions;
- 🕒 Provide maintenance support of the services and solutions;
- 🕒 Provide project management support.

The type of technology categories the University seeks includes, but is not limited to, the following:

- 🕒 Servers
- 🕒 Network Hardware
- 🕒 Telecom Equipment
- 🕒 Data Storage
- 🕒 Computers
- 🕒 Tablets
- 🕒 Printers
- 🕒 Monitors
- 🕒 I/O Devices
- 🕒 Cables
- 🕒 Software
- 🕒 Professional Services

The Selected Firm(s) must represent, sell and service the Goods and/or Services and should have of at least one of the following or higher certification levels:

- 🕒 Cisco Gold Certified Partner
- 🕒 Citrix Gold Solutions Advisor or Platinum Solutions Advisor
- 🕒 CommVault Value-Added Reseller
- 🕒 Dell Partner Direct Preferred or Premier Partner
- 🕒 EMC² Gold or Platinum Partner
- 🕒 HP Gold or Platinum partner
- 🕒 Microsoft Gold Certified Partner
- 🕒 NetApp Platinum or Star Partner
- 🕒 Panasonic Authorized Reseller Partner
- 🕒 Symantec Gold or Platinum Partner
- 🕒 VMware Enterprise or Premier Partner

Prerequisites

★ Required to Enter Bid

1 ★ Instructions To Supplier :

READ: Communication with the University #2

Certification

I certify that I have read and understand this prerequisite.

Supplier Must Also Upload a File:

No

Prerequisite Content:

After issuance of this RFP and until a binding contractual agreement exists with the Selected Firm(s), any communication with the University regarding this RFP must be directed to the Procurement & Supplier Diversity Services office and the Buyer/contact person listed for this RFP. The only exception to this are issues directly related to Small, Women-owned, Minority-owned and Disabled Veteran-owned (SWaM) business and SWaM subcontracting opportunities. Such SWaM issues may be directed to Les Houghton in the University's SWaM office at (434) 924-7174/0688 or lh7sn@virginia.edu.

FAILURE TO ADHERE TO THIS PROVISION MAY RESULT IN THE REJECTION OF A FIRM'S PROPOSAL.

2 ★ **Instructions To Supplier :**

READ: Virginia Freedom of Information Act (FOIA)

Certification

I certify that I have read and understand this prerequisite

Supplier Must Also Upload a File:

No

Prerequisite Content:

Please note that this RFP and any subsequent award is subject to the Virginia Freedom of Information Act (FOIA), Virginia Code Section 2.2-3700 et seq. As such, once an award is announced, except as provided, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (email, CD, etc.) with the trade secrets and/or proprietary information redacted. If all of these requirements are not met, then the firm's entire proposal will be available for public inspection.

IMPORTANT: 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/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

3 ★ **Instructions To Supplier :**

READ: Proposal Offer Period

Certification

I certify that I have read and understand this prerequisite

Supplier Must Also Upload a File:

No

Prerequisite Content:

By submitting a proposal, the firm agrees that its proposal constitutes an offer which will remain open and irrevocable for a period of 180 days from the deadline for submitting proposals.

4 ★ **Instructions To Supplier :**

READ: Rejection of Proposals

Certification

I certify that I have read and understand this prerequisite

Supplier Must Also Upload a File:

No

Prerequisite Content:

The University reserves the right to reject any or all proposals received. Non-acceptance of a firm's proposal will mean that one or more proposals were deemed more advantageous to the University or that all proposals were rejected. Firms whose proposals are not accepted will be notified after a binding contractual agreement between the University and Selected Firm exists, or when the University rejects all proposals.

5 ★ **Instructions To Supplier :**

READ: Proposal Costs

Certification

I certify that I have read and agree to the terms above.

Supplier Must Also Upload a File:

No

Prerequisite Content:

Neither the University nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a response to this RFP. All costs and expenses, including attorney's fees, incurred by any firm in preparing and responding to this RFP are the sole responsibility of the firm.

6 ★ **Instructions To Supplier :**

READ: University Background Information

Certification

I certify that I have read University Background Information

Supplier Must Also Upload a File:

No

Prerequisite Content:

The University of Virginia is distinctive among public institutions of higher education. Founded by Thomas Jefferson in 1819, the University continues in its mission to develop tomorrow's leaders who are well prepared to help shape the future of the nation and the world. The University is highly selective, accepting only the best students and those who show the exceptional promise Jefferson envisioned.

For more information, facts, and figures about the University of Virginia go to this link: [UVA](#)

7 ★ **Instructions To Supplier :**

READ: SWaM

Certification

I certify I have read SWAM

Supplier Must Also Upload a File:

No

Prerequisite Content:

The University is committed to the richness of diversity found not only its classrooms, labs, and hospital wards, but also in the purchasing and business decisions that it makes each day. To this end, the University extends business opportunities to all SWaM businesses. The University's annual SWaM plan spend goal for firms certified by the Commonwealth of Virginia's Department of Small Business and Supplier Diversity (SBSD) is 39%: small 28%, women-owned 6%, and minority-owned 5%. The University does not set aside solicitations.

The most competitive businesses have a SWaM plan. Such a plan should speak directly to your own firm's SWaM status and/or how your firm intends to utilize SWaM firms for this particular procurement as it relates to the University's goals in general and, more specifically, to the University's [Vice President for Finance's Request for Commitment](#).

Any questions related to SWaM business and SWaM subcontracting opportunities can be directed to Les Haughton in the University's SWaM office at (434) 924-7174/0688 or lh7sn@virginia.edu.

8 ★ **Instructions To Supplier :**

READ: Term of Agreement

Certification

I certify that I have read and understand this prerequisite

Supplier Must Also Upload a File:

No

Prerequisite Content:

The expected initial term of any resulting Agreement will be until December 31, 2025 with two 2-year renewal options. The exact term length may be negotiated between the University and the Selected Firm. The University reserves the right to terminate any resulting agreement by providing 30 days notice.

9 ★ **Instructions To Supplier :**

READ: Cooperative Purchasing

Certification

I certify that I have read and agree to the terms above.

Supplier Must Also Upload a File:

No

Prerequisite Content:

It is the intent of this RFP and any resulting Agreement to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institution, or any University related foundation may access the Agreement if authorized by Selected Firm(s).

Participation in this cooperative procurement is strictly voluntary. If authorized by Selected Firm(s), the Agreement may be extended to the entities indicated above to purchase goods and services in accordance with the Agreement. As a separate contractual relationship, the participating entity will place its own orders with the Selected Firm(s) and will fully and independently administer its use of the Agreement to include contractual disputes, invoicing and payments without direct administration from the University. No modification of the Agreement or execution of a separate agreement is required to participate; however, the participating entity and Selected Firm(s) may modify the terms and conditions of the Agreement to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and Selected Firm(s).

Selected Firm(s) will notify the University in writing of any such entities accessing the Agreement. Selected Firm(s) will provide semi-annual usage reports for all entities accessing the Agreement. The University will not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by Selected Firm(s) to extend the Agreement. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Agreement no matter the circumstances.

Use of the Agreement does not preclude any participating entity from using other agreements for competitive processes as needed.

10 ★ **Instructions To Supplier :**

READ: Basis of Selection

Certification

I certify that I have read and agree to the terms above.

Supplier Must Also Upload a File:

No

Prerequisite Content:

Basis of Selection

The University will evaluate proposals and, if a firm is to be selected, select the firm on the basis of:

	CRITERIA	WEIGHTS
A.	The firm's planned approach and demonstrated ability to assist and provide the University with the goods and/or services as requested in the RFP	20
B.	The firm's relevant experience, qualifications, references and success in providing the goods and/or services outlined in this RFP	20
C.	The firm's financial proposal including, but not limited to, discounts, service charges and other charges	40
D.	The contractual terms which will govern the relationship between the University and the Selected Firm	5
E.	The firm's Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm's plan for utilization of SWAM businesses	15
	TOTAL	100

All proposals received will be carefully evaluated by the University. Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. The weights assigned to each of the criteria above will be used in the initial scoring of the firm's proposal as submitted and does not reflect information obtained through oral presentations, software demonstrations, reference checks, site visits, negotiations, etc., which will occur after the initial scoring of the firm's proposal.

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 within, certain matters will automatically be deemed part of the proposal.

Page 1

Group 1: Firm Information

- | | | |
|-----|---|---|
| 1.1 | Provide your point of contact during the RFP process. Include their name, title, phone numbers and email address.
Text (Multi-Line) | ★ |
| 1.2 | Provide a brief history of the firm and its experience in providing goods and/or services similar to those requested in this RFP. Include number of employees, main office locations, and other pertinent information.
Text (Multi-Line) | ★ |
| 1.3 | Provide the firm's organization chart.
File Upload | ★ |
| 1.4 | What is your corporate mission statement?
Text (Multi-Line) | ★ |
| 1.5 | Who is your competition in the marketplace?
Text (Multi-Line) | ★ |
| 1.6 | What are the key factors that differentiate your firm from your competitors
Text (Multi-Line) | ★ |
| 1.7 | Provide annual sales for the last 3 years to your Higher Education clients.
Text (Multi-Line) | ★ |
| 1.8 | Describe you firm's Customer Service Department (hours of operation, number of service centers, etc.)
Text (Multi-Line) | ★ |

Group 2: References / Experience

- | | | |
|-----|--|---|
| 2.1 | Provide three (3) references. Please include the contact information for each reference to include the name, email address and phone number of a person at the firm that we may contact.
Text (Multi-Line) | ★ |
| 2.2 | Provide a written case study or description of an installation / solution project completed by the firm within the past 3 years. The case study should include pertinent information about the installation and the client's site. Include contact information for the case study client so that the evaluation committee can contact them for reference information – include client name, contact person's name, telephone number and e-mail address.
File Upload | ★ |

Group 3: Goods and/or Services & Pricing/Discounts

- | | | |
|-----|--|---|
| 3.1 | Using the attached document, provide the requested information. The document, or a portion of it, may be included as an attachment in any resulting agreement.
File Upload
Pricing Sheet (Sep 12) - ../Attachments/QuestionAttachments/VAR+Pricing+Templates Updated Sep | ★ |
| 3.2 | List your manufacturer certifications / level (e.g., Gold, Platinum) and partnerships.
Text (Multi-Line) | ★ |
| 3.3 | Provide applicable warranty and/or guarantees of equipment and installations including any conditions.
Text (Multi-Line) | ★ |

Group 4: Strategic Designation

- 4.1 The University reserves the right to negotiate and designate certain Selected Firms as "Strategic". One of the benefits of the Strategic designation is the promotion as a preferred/prime/strategic supplier to the VHEPC Members. To potentially be designated as Strategic, the Selected Firm must provide an incentive based rebate structure. If your firm is interested in pursuing a strategic designation, please attach a document with your proposed incentive plan.
- File Upload

Group 5: eProcurement Functionality

- 5.1 Several VHEPC Members maintain / use an on-line ordering system operated by an e-procurement / e-commerce supplier (e.g., Jaggaer, Ariba). Please indicate if your firm has an e-commerce platform and would be willing to implement the platform if requested by a VHEPC Member. ★
- Yes/No

Group 6: Contractual Terms & Conditions

- 6.1 AGREEMENT TEMPLATE: The attached document will be used as the agreement template for any resulting award to the Selected Firm(s). Additional documents (e.g., contractual provisions, services & pricing attachment) will be added to the document as an attachment/addendum before finalizing the document. After a firm has been selected for an award, the agreement, to include any attachments and addendums, will be sent to the Selected Firm for signature. If a firm has any suggested edits / modifications to the agreement you must download the attached document, make your requested edits, and the upload the document. The University reserves the right to accept, reject, or modify the proposed modifications. ★
- File Upload
- Agreement Template - ../Attachments/QuestionAttachments/AGREEMENT - VAR Template #4.docx
- 6.2 GENERAL CONTRACTUAL PROVISIONS: Any agreement resulting from this RFP will be governed by the University's General Contractual Provisions (see attachment). If a firm has any modifications to any of the Contractual Provisions (except for provisions A – H, which are mandatory), you must download the attached document, make your requested edits, and then upload the document. The University reserves the right to accept, reject, or modify the proposed modifications. Please be advised that any requested modification to the contractual provisions could delay and/or impact an award to a firm. If the firm does not submit any requested modifications, then the firm's proposal will be deemed to include the University Contractual Provisions as stated.
- File Upload
- General Contractual Provisions - ../Attachments/QuestionAttachments/General Contractual Provisions
- 6.3 SPECIFIC CONTRACTUAL PROVISIONS: Any agreement resulting from this RFP will be governed by the University's Specific Contractual Provisions (see attachment). If a firm has any modifications to any of the Specific Contractual Provisions you must download the attached document, make your requested edits, and the upload the document. The University reserves the right to accept, reject, or modify the proposed modifications. Please be advised that any requested modification to the contractual provisions could delay and/or impact an award to a firm. If the firm does not submit requested changes, then the firm's proposal will be deemed to include the Specific Contractual Provisions as stated.
- File Upload
- Specific Contractual Provisions - ../Attachments/QuestionAttachments/VAR - Specific+Contractual.docx
- Choose one of the University's payment term options. All payments will be made by check.
- If you prefer to be paid by Ghost Card (ePayables) or ACH (Paymode-X), contact the University's banking service provider, Bank of America, or its partner Paymode-X, to setup one of these payment options.
- 6.4 Contact Information: ★
- ePayables: 855-637-8396 or by email at virginia@supplier-services.com
- Paymode-X: 800-331-0974 or visit www.paymode.com/universityofvirginia
- NOTE: Each VHEPC Member may setup their own payment terms with the Selected Firms.
- Dropdown List (Pick One)
- Net 45 (Standard Payment Terms)
- .5% 30 / Net 45
- 1% 25 / Net 45
- 1.5% 20 / Net 30
- 2% 15 / Net 30

- 6.5 The Selected Firm agrees to use the attached Statement of Work (SOW) template, or something very similar, when services are requested and agrees that a signature will not be required by the University on the SOW. The University's issuance of a purchase order based on the SOW is the University's acceptance of the SOW. Does the firm agree to this requirement? ★
Yes/No
SOW Template - ../Attachments/QuestionAttachments/SOW Template.docx

Group 7: Small, Women-owned and Minority-owned (SWaM) Business

- 7.1 Are you a Small, Women-owned, Minority-owned or Disabled Veteran-owned business? ★
Yes/No
- 7.2 Are you certified in the Commonwealth of Virginia as a SWaM firm through the Virginia Department of Small Business & Supplier Diversity (SBSD)? ★
Yes/No
- 7.3 What SWaM category? ★
Multiple Select (Pick Many)
Small
Women-owned
Minority-owned
Disabled Veteran-owned
- 7.4 What is your SWaM certification number? ★
Text (Single Line)
- 7.5 Is your firm willing to become SWaM certified? If yes, please go to this link to start the certification process: <https://www.sbsd.virginia.gov/certification/> ★
Yes/No
- 7.6 If your firm is not a certified SWaM firm, describe the firm's partnering relationships with SWaM firms and how it plans to support the University's goal to increase SWaM business ★
Text (Multi-Line)
- 7.7 Provide the name of the individual responsible for the firm's supplier diversity program. This individual is responsible for implementing and reporting on the firm's Small, Women-owned, Minority-owned and Disabled Veteran-owned (SWaM) program as it will relate to this procurement should the firm be selected. ★
Text (Multi-Line)