



Oregon
University
System

REQUEST FOR PROPOSALS

RFP #2013-06

CAPITAL PROJECT REQUESTS DATABASE SYSTEM

ISSUE DATE: July 1, 2013

CLOSING DATE: July 22, 2013

CLOSING TIME: 5:00 PM Pacific Time

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**Oregon University System
Request for Proposals #2013-06**

Capital Project Requests Database System

Section I - Information Regarding Proposal

INTRODUCTION

The Oregon University System (“OUS”) is seeking proposals to provide consulting services to Capital and Facilities Planning (“C&FP”) for the creation of a Capital Project Request Database System (“Database”). The final Database must be consistent with the “System Requirements Specifications” set forth in Appendix A. The successful Proposer (hereafter referred to as “Contractor”) selected through this Request for Proposal (“RFP”) will be expected to provide the services included in the Scope of Work in cooperation with the OUS.

BACKGROUND

OUS is a public university system comprised of the following 7 public universities: Eastern Oregon University in La Grande, Oregon Institute of Technology in Klamath Falls, Oregon State University in Corvallis and Bend, Portland State University in Portland, Southern Oregon University in Ashland, University of Oregon in Eugene, and Western Oregon University in Monmouth (each a “University” and, collectively, the “Universities”).

OUS capital projects involve construction and/or maintenance of University-based educational facilities and related structures. Each capital project is funded (either publicly or privately) and become state-owned assets administered by and subject to Oregon Revised Statutes (“ORS”) and Oregon Administrative Rules (“OAR”). Each biennium, OUS Universities submit capital project requests to OUS C&FP personnel (“Requests”). All Requests must be approved by the Oregon State Board of Higher Education (“Board”). Projects that include state bond funds for construction are subject to a review process and approval by the Board.

Approved projects are recommended to the Governor for legislative approval of the biennial capital construction budget. Currently, each University makes Requests using Excel spreadsheets and a supplemental Access database form. The forms are completed by the Universities and then transmitted to C&FP for review. C&FP staff merges all the Request data from each University into a master copy of the Access database. From this, C&FP compiles Request data into submission packages and reports (as needed) and manages each Request through a workflow process. Managing the data for each University is time-consuming, error-prone, and places the burden of data entry and change control on OUS instead of with the Universities. The final Database shall simplify and add transparency to the Request process.

IMPORTANT NOTICE

Read this RFP carefully. By submitting a Proposal in response to this RFP, you acknowledge that you have read, understand and agree to comply with all the provisions of this RFP. The OUS may modify this RFP or make relevant information available to potential Proposers. It is the responsibility of potential Proposers to refer daily to the OUS Current Business and Bidding Opportunities website (<https://secure.ous.edu/bid/>) to check for any available addenda, responses to clarifying questions, or solicitation cancellations.

TERM OF CONTRACT

The OUS and the Contractor may enter into a contract to begin work in August 2013 (the “Contract”). The term of the Contract will extend until December 31, 2013, with an option for three annual extensions thereafter, subject to the OUS’ needs and the Contractor’s continued successful performance as determined by OUS. The OUS reserves the right to terminate the Contract at its discretion upon 30 days notice to the Contractor.

GENERAL INFORMATION

The OUS Department of Contracting and Purchasing will be your sole point of contact during the RFP process. All correspondence pertaining to this RFP should be appropriately addressed to the Contract Manager per the contact information below:

Ian Best, OUS Contract Manager

Telephone: (503) 725-5770

Email: PACS@ous.edu

**Email preferred*

Office Address: OUS Chancellor’s Office
(required for FedEx, UPS, etc) 1800 SW 6th Avenue, Suite 520
Portland, OR 97201

Mailing Address: Oregon University System
(required for USPS) PO Box 751
Mail Code: CHAN
Portland, OR 97207-0751

GENERAL PROVISIONS

The OUS reserves the right to reject any and all Proposals received as a result of this RFP. Oregon Administrative Rules (“OAR”) Chapter 580, Divisions 61 and 62 govern the procurement process for the OUS.

1. Modification or Withdrawal of Proposal: Any Proposal may be modified or withdrawn at any time prior to the closing deadline, provided that a written request is received by the OUS Contracts Manager prior to the Closing Date. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new proposal.

2. Informal Procurement: The OUS Purchasing Rules, Policies and Guidelines allows the OUS to use an “Informal Procurement Process” for all purchases of supplies, equipment, and trade and professional services where the cost will not exceed \$150,000. The budget for the services included in the RFP may not exceed \$150,000.

3. Protests of Specifications: Protests of the RFP specifications may be made only if a term or condition of the RFP violates applicable law. Protests of Specifications must be received in writing prior to the date and time indicated in the Schedule of Events at the OUS Contracts Manager’s address or email address listed under “General Information” in this RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

4. Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing prior to the date and time indicated in the Schedule of Events at the OUS Contract Manager address or email address listed under “General Information” in this RFP. Requests for changes must include the reason for the change and any recommended modifications to the RFP requirements.

The purpose of this requirement is to permit the OUS to correct, prior to consideration of the Proposals, RFP terms or technical requirements that may be improvident or which unjustifiably restrict competition.

The OUS will consider all requested changes and, if appropriate, amend the RFP. The OUS will provide reasonable notice of its decision to all Proposers that have submitted a Notice of Interest in accordance with section 20 of this RFP.

5. Addenda: If any part of this RFP is amended, addenda will be provided on the OUS Current Business and Bidding Opportunities website (<https://secure.ous.edu/bid/>). Proposers are exclusively responsible for checking the OUS Current Business and Bidding Opportunities website to determine whether any addenda have been issued. **By submitting a Proposal, each Proposer thereby agrees that it accepts all risks and waives all claims associated with or related to its failure to obtain any addendum or addendum information.**

6. Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of the OUS.

7. Public Records: Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET** under the Oregon Revised Statutes (“ORS”) 192.501(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

By submitting a Proposal in response to this RFP, Proposers acknowledge and agree that any information not set apart and labeled as described above is not a trade secret under ORS 192.501(2) and may be subject to disclosure under the Oregon Public Records Law. The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.” ORS 192.500(1). Therefore, non-disclosure of documents or any portion of a document submitted as part of a Proposal, including those labeled as Trade Secrets, may depend upon official or judicial determinations made pursuant to the Public Records Law.

8. Investigation of References: The OUS reserves the right to investigate all references in addition to supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, compliance with specifications and contractual obligations, completion or delivery of a project on schedule, and lawful payment of subcontractors and employees. The OUS may postpone the award or the execution of the contract after the announcement of the apparent successful proposer in order to complete its investigation. Information provided by references may prevail in final selection, regardless of preliminary scoring results.

Despite its right to investigate all Proposer references, the OUS is not obligated to utilize references as part of its evaluation criteria and may decline to investigate or consider references. Any decision made by the OUS in regards to the use of references, including restricting the consideration of references to only Finalists, will not be considered grounds for protest.

9. RFP Preparation Costs: Cost of developing the proposal, attendance at an interview (if requested by the OUS) or any other such costs are entirely the responsibility of the Proposer and will not be reimbursed by the OUS. By submitting a Proposal, each Proposer thereby accepts all risks, and waives all claims, associated with or related to the costs it incurs in Proposal preparation, submission, and participation in the solicitation process.

10. Clarification and Clarity: The OUS reserves the right to seek clarification of each Proposal or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal initially be submitted in the most complete, clear, and favorable manner possible.

11. Right to Reject Proposals: The OUS reserves the right to reject any or all Proposals if such rejection would be in the public interest. Whether such rejection is in the public interest will be solely determined by the OUS.

12. Cancellation: The OUS reserves the right to cancel or postpone this RFP at any time or to award no contract.

13. Proposal Terms: All Proposals, including any price quotations, will be valid and firm through the period of contract execution.

14. Usage: It is the intention of the OUS to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

15. Sample Contract: Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms listed in Exhibit A – State Board of Higher Education Professional Services Contract, attached hereto. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraph 2 – Protest of Specifications – Request for Changes. **If the selected Proposer will not agree to the OUS standard contract terms or if the OUS determines, in its sole discretion, that the selected Proposer will not agree to acceptable contract terms within a reasonable period of time, the OUS may cancel the selection and award the contract to the next highest ranking Proposer.**

16. Review for Responsiveness: Upon receipt of all Proposals, the OUS Contract Manager or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or unresponsive in part or in whole, it may be rejected and, if rejected, will not be submitted to the evaluation committee. The OUS reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived when determining if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified in the Proposal will be notified by the OUS to communicate the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived.

17. Rejections and Withdrawals. The OUS reserves the right to reject any or all Proposals or to withdraw any item from the award.

18. RFP Incorporated into Contract. This RFP will become part of the final contract between the Board and the selected Proposer (also referred to herein as the "Contractor"). The Contractor will be bound to perform according to the terms of this RFP, its Proposal, and the terms of Exhibit A.

19. Communication Blackout Period. Except as called for in this RFP, Proposers may not communicate about this RFP with members of the evaluation committee or any employees of the OUS until the apparent successful Proposer is selected and all protests, if any, have been resolved. The contact person designated by the "General Information" section of this RFP is exempted from this blackout period. If any Proposer initiates or continues contact in violation of this provision, the OUS may, in its sole discretion, reject that Proposer's Proposal and remove it from consideration for award of a contract under this RFP.

20. Notice of Interest. The Notice of Interest (form attached) should be submitted to the office of the OUS Contract Manager by the time and date indicated in the Schedule of Events via email, fax, or hard copy. A completed Notice of Interest should provide the name, telephone number, and email of a primary contact person to be utilized for communication regarding the RFP and other matters about the selection process. All Proposers that return an accurately completed Notice of Interest will receive the same supplementary information. Submission of the Notice of Interest is not a mandatory requirement for submission of a Proposal.

21. Prohibition on Commissions. The OUS will contract directly with organizations capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the proposal process.

22. Ownership of Proposals. All Proposals in response to this RFP are the sole property of the OUS and subject to the provisions of ORS 192.410-192.505 (the Public Records Act).

23. Clerical Errors in Awards. The OUS reserves the right to correct inaccurate awards resulting from its clerical errors.

24. Rejection of Qualified Proposals. Proposals may be rejected in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFP. Any terms contained in Proposals that conflict with or modify the terms of this RFP and sample contract are expressly rejected unless specifically adopted in writing by the OUS.

25. Collusion. By responding, the Proposer states that the proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is, in all aspects,

fair and without collusion or fraud.

26. Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from the OUS Chancellor's Office and other interested parties, as appropriate. The committee may include representatives from the OUS campuses. The committee's recommendations will be forwarded to the OUS Chancellor's Office for final approval.

27. Commencement of Work: The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, and a contract has been fully executed.

DELIVERY OF PROPOSALS

Proposals may be submitted via one of the following two methods:

1. Preferred Method: Complete proposals (including all attachments) may be emailed to the OUS Contract Manager per the contact information provided under "General Information." The Proposals must be electronically received by the Closing Date and Time indicated by the Schedule of Events. **Email subject line must be "Response to RFP #2013-06."** Proposer must telephone and confirm electronic receipt of the complete emailed document(s) before the time and date deadline. Proposals delayed or lost by email system filtering or failures may be considered at the OUS's sole discretion.

2. Alternative Method: An original and electronic copy (on compact disk or an alternative electronic storage device) of the complete Proposal may be mail or hand-delivered to the OUS Contract Manager per the contact information provided below prior to the Closing Date and Time indicated by the Schedule of Events. The envelope/package containing the response must be clearly marked "**Response to RFP #2013-06.**"

The original Proposal must be signed by an authorized representative of the Proposer. Alterations or erasures shall be initialed in ink by the person signing the Proposal. Proposals may not be submitted by telephone or fax.

It is the responsibility of the Proposer to ensure that Proposals arrive by the Closing Date and Time. **LATE PROPOSALS WILL NOT BE ACCEPTED, except as set out in the Preferred Method of delivery above.** Proposals may be hand delivered, mailed, or e-mailed to:

Hand Delivery: *(Including UPS, FEDEX)*

OUS Chancellor's Office
1800 SW 6th Avenue, Suite 520
Portland, OR 97201

Mailing Address:

Oregon University System
PO Box 751

Mail Code: CHAN
Portland, OR 97207-0751

E-Mail:

PACS@ous.edu

Proposals will be opened by the OUS Contract Manager or designee at the Office of the Chancellor, located at 1800 SW 6th Avenue, Portland, Oregon on the Closing Date.

SCHEDULE OF EVENTS

The timing and sequence of events resulting from this RFP will be ultimately determined by the OUS. This Schedule is illustrative of optimal timing goals, but may be changed.

RFP Issue Date.....	July 1, 2013
Deadline for Protest of Specifications	July 8, 2013 (5:00 pm, PT)
All Clarifying Questions Due	July 8, 2013 (5:00 pm, PT)
Notice of Interest Deadline	July 8, 2013 (5:00 pm, PT)
<i>[not a mandatory submission]</i>	
Closing Date (Proposals Due).....	July 22, 2013 (5:00 pm, PT)
Estimated Contract Begin Date.....	August 5, 2013

[Intentionally left blank. Scope of Work begins on next page.]

SCOPE OF WORK

Contractor shall provide Board with consulting services to develop a Capital Project Requests Database System (“Database”) as described in Appendix A (“Services”).

Contractor’s Services shall include coordinating and meeting with external University personnel to facilitate Database development, guidance, review, and testing.

1. Required Tasks

Contractor’s Services shall be performed at the direction of C&FP Staff. Contractor shall:

- a) Organize and conduct an initial Database project scoping meeting (“Meeting”) with C&FP staff to discuss project expectations, including tasks, deliverables, and schedule. The Meeting shall be held in a time/place/manner approved by C&FP staff.
- b) Conduct necessary outreach with potential internal OUS and external University database users/stakeholders (as identified by C&FP staff).
- c) Provide a fully-functional Database to C&FP staff for evaluation. Contractor shall make all necessary Database revisions per C&FP staff requests prior to final Database deployment on November 1, 2013.

2. Deliverables

Contractor shall provide C&FP Staff with the deliverables set forth in this Section 2 (“Deliverables”). All Deliverables shall be provided C&FP staff to according to a schedule developed by C&FP staff with Contractor’s input. Contractor shall:

- a) Provide a final operational version of the Database that fulfills (to the satisfaction of C&FP staff) the Database requirements as outlined in the “System Requirements Specification” (Attachment A, as may be revised by C&FP staff) by November 1, 2013.
- b) Provide a written summary report of the Database specifications, including system maintenance, data management, and potential follow-up tasks that exceed the scope of work contemplated in this RFP.
- c) Submit digital/physical copies of all tangible and/or intangible Database-related assets including, but not limited to (as applicable): product manuals, DVDs of executable files, product licensing keys, and user logins.
- d) Provide a brief project management status report in conjunction with monthly invoices to C&FP staff, and include the following (“Reports”). Each Report must include the following:
 - i. Tasks accomplished to date;
 - ii. Remaining project tasks (including those in process), including status of each task;
 - iii. Budget summary, including budget used to date (billed and unbilled), and remaining budget; and
 - iv. Summary of issues/opportunities pertaining to project efficiency, product quality, and timeliness of completing the tasks outlined in the Scope of Work.

3. Core Objectives

Contractor's Services and Deliverables must meet each of the following objectives:

- a) The Database must track University capital project data, and centralize the data entry of each Request into a single application which each University and OUS has convenient, secure access.
- b) Data entry to the Database must be transparent, streamlined, and improved to reduce current areas of redundancy, improve user experience, and allow data changes to be managed by University staff.
- c) All Requests must be stored for historical purposes and for analysis using configuration management and workflow controls that prevent unauthorized editing.
- d) The Database must support ad-hoc reporting for certain users and should provide interfaces to Microsoft Word and/or In-Design.
- e) The Database must contain a subset of existing historical data, imported from Access, for use in future funding cycles and for general reference.

4. Materials Provided

OUS will provide Contractor with information, data, reports, and records necessary for carrying out the Services contemplated in this Scope of Work. This material will be provided at no charge and OUS will cooperate with Contractor in every reasonable manner to ensure completion of the Services.

5. Budget

The contract awarded as a result of this RFP is expected to be approximately \$50,000 for the duration of the contract. Price is an element of the evaluation criteria and Proposers should consider this when preparing their Proposal.

6. Optional Services

Other consultation services related to the Database and not specifically contemplated above ("Optional Services"). Such Optional Services shall be provided only upon C&FP's prior written request.

7. Travel Expenses

Pre-approved travel shall be reimbursed according to the Chancellor's Office Contractor Travel Reimbursement Policy attached to the sample Contract included in this RFP as Exhibit D.

**Section II – Information Required from Proposer
Capital Project Request Database System
RFP #2013-06**

PROPOSAL FORM AND CONTENT

Proposals that do not contain all the information requested in this and other sections may be rejected as non-responsive.

A. SUBMISSION FORMAT

1. The Proposal should be written on standard size (8½" x 11") paper using generally accessible word processing and document formats conducive to cut-and-paste transfer of information to contracts or other summary documents.
2. Proposers should structure responses as outlined in this RFP. Proposals should be prepared so that responses are specifically addressed in the same order as the requested information identified below. Pages should be numbered consecutively.

B. REQUIRED PROPOSAL CONTENT

1. Bidder/Proposer Tax Laws and Non-discrimination Certification

This document should be signed in blue ink by an authorized company official.

2. Title Page and/or Cover Letter

The title page and/or cover letter should indicate the following: date; RFP number; the name, address, and telephone number of the Proposer; and a signature of an authorized official with the authority to negotiate and contractually bind the Proposer. The name, title, phone number, and e-mail address of the Proposer's contact person who will receive all notices related to the RFP should also be included. Cover letters may also include an executive summary limited to 500 words.

3. References and Client List

Provide a list of references (name, title, address, telephone number and email address) of at least three organizations the Proposer has worked with. References should be able to speak to Proposers success in designing and executing similar projects.

4. Relevant Experience/Expertise

Proposers should discuss their relevant experience and expertise in designing and executing similar projects, any challenges experienced, and how those challenges were overcome to achieve a successful product. Please be specific.

5. Scope of Work

Using the Scope of Work as a guide, Proposers shall submit a work plan with target dates for beginning and completion of essential steps ("Work Plan"). Work Plans should include, at the

minimum:

- 1) The approach the Proposer will take for completion of each Required Task and Deliverable, and processes for ensuring each Core Objective is met.
- 2) A description of the processes Contractor will use to conduct the required outreach with staff and manage Database revisions.
- 3) Comments on how the Proposer will manage the project to achieve the highest quality Database while ensuring the efficient use of public funds.

6. Proposed Cost Structure

Provide a budget for the Work Plan. The budget should include all costs associated with Services in conducting this Scope of Work. Proposers should include travel expenses in their budget for Services (if applicable). All costs included in Proposals should be clear and specific to provide easy comparison between Proposals.

Proposers should include hourly rates for any Optional Services that may be requested by the OUS. Hourly rates should be assigned to any member of the firm who may perform work on the Contract.

Proposals with cost structures that do not conform to the requirements of this section may be considered unresponsive.

Section III - Evaluation Criteria
Capital Project Request Database System
RFP #2013-06

Proposals will be evaluated for completeness, clarity, and compliance with this RFP. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual, and technical requirements of the RFP. If the Proposal is unclear, Proposers may be asked to provide written clarification. **Proposals that do not clearly provide the Information Required or are incomplete may be rejected.**

Review and Evaluation. Proposals will be reviewed by OUS personnel. The committee may recommend up to three proposals that most satisfactorily meet the requirements of the RFP and are best expected to satisfy the OUS's needs.

Criteria for Selection. Proposals will be evaluated based on the following criteria.

a.	Relevant Experience	25
b.	Project Approach Includes consideration of the Work Plan.	25
c.	Overall Proposal Quality Includes whether the Proposer contemplated issues unique to OUS and this project and the general professionalism of the document.	25
d.	Cost Structure	25
	Total Available Points	100 points

References

Acceptance of a Proposal may be contingent on a review of the Proposer's references. Information provided by references submitted by a Proposer, as well as other references identified by the OUS, may prevail in final selection, regardless of preliminary scoring results.

**Section IV – Additional RFP Documents and Contract Terms
Capital Project Request Database System
RFP #2013-06**

Notice of Interest

Name of Proposer: _____

Check One:

_____ Yes, this firm intends to submit a proposal in response to this RFP. Please forward any addenda to the RFP to my attention.

_____ No, this firm does not anticipate submitting a proposal in response to this request.

Comments:

Signature: _____ Date: _____

Print Name: _____

Title: _____ Phone: _____

Address: _____

Email address for contact: _____

Please return this form by the date required in the Schedule of Events to Ian Best, the OUS Contracts Manager, using the contact information in the “General Information” section of the RFP. Electronic mail may be utilized for this submission. It is not mandatory to submit a Notice of Interest in order to submit a Proposal for this RFP.

**BIDDER/PROPOSER
TAX LAWS AND NON-DISCRIMINATION CERTIFICATION
Capital Project Request Database System
RFP #2013-06**

I, the undersigned, have read all of the terms and conditions of this Request for Proposals, and I understand that if awarded the contract, I and the firm represented herein shall be bound by its terms and conditions and representations made in this response. I certify that Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

Certified Minority, Women, and Emerging Small Business

For statistical purposes only, please indicate if your firm is an Oregon certified minority, women, or emerging small business: **DBE** **MBE** **WBE** **ESB**

Certificate of Compliance with Tax Laws

I, the undersigned,
(Check one)

hereby certify under penalty of perjury as provided in ORS 305.385(6), that, I am not in violation of any of the tax laws described in ORS 305.380(4).

hereby certify that I am authorized to act on behalf of the Contractor, and affirm, under penalty of perjury as provided in ORS 305.385(6), that, to the best of my knowledge, the Contractor is not in violation of any of the tax laws described in ORS 305.380(4).

For purposes of this certification, "tax laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

Business Designation (check one):

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Governmental/Non-Profit |
| <input type="checkbox"/> Limited Partners | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Limited Liability Company | |

Tax Identification Number (Federal TIN): _____

Signature: _____ Date: _____

Name: _____ Title: _____

Firm: _____

Address: _____

City/State/Zip: _____ Phone: () _____

e-mail: _____ Fax: _____

Exhibit A
RFP #2013-06
STATE BOARD OF HIGHER EDUCATION
PROFESSIONAL SERVICES CONTRACT
CONTRACT #

This Contract is between the State of Oregon, acting by and through the State Board of Higher Education, on behalf of the Oregon University System, hereafter called "Board" and , hereafter called "Contractor". The Board's Representative for this Contract is .

1. Effective Date and Duration. This Contract is effective on the date it has been signed by every party to it and all necessary state approvals have been obtained. Unless earlier terminated or extended, the term of this Contract will extend until December 31, 2013. However, such expiration shall not extinguish or prejudice Board's right to enforce this Contract with respect to: (i) any breach of a Contractor warranty; or (ii) any default or defect in Contractor performance that has not been cured.

2. Statement of Work. Contractor will provide the following professional services: further described in Exhibit A.

3. Consideration. Board agrees to pay Contractor, from available and authorized funds, a sum not to exceed \$50,000, for accomplishing the work required by this Contract. If any interim payments to Contractor are made, such payments shall be made only in accordance with the schedule and requirements in Exhibit A.

4. Terms and Conditions. The terms and conditions of this Contract are contained on the following pages titled "State Board of Higher Education Standard Professional Contract Provisions."

5. Contract Documents. This Contract consists of the following documents which are listed in descending order of precedence and are attached and incorporated by reference, this Professional Services Contract, Exhibits A, B, C, and D, RFP #2013-04 (Attachment 1), and Contractor's response to RFP #2013-04 (Attachment 2).

CONTRACTOR DATA AND CERTIFICATION

Name (tax filing):
Address:
Phone No.
Fax No.
MWESB Certification #: _____
 DBE **MBE** **WBE** **ESB**

Above payment information must be provided prior to Contract approval. This information will be reported to the Internal Revenue Service (IRS) under the name and taxpayer ID number submitted. (See I.R.S. 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records could subject Contractor to 31% backup withholding.

**STATE BOARD OF HIGHER EDUCATION
STANDARD PROFESSIONAL SERVICES CONTRACT PROVISIONS**

- 1. ACCESS TO RECORDS.** Contractor shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. The Oregon Department of Higher Education, Oregon Secretary of State, and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Such books and records shall be maintained by Contractor for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
- 2. AVAILABILITY OF FUNDS.** Board certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract within its current biennial appropriation or expenditure limitation, provided, however, that continuation of this contract, or any extension, after the end of the fiscal period in which it is written, is contingent on a new appropriation or limitation for each succeeding fiscal period sufficient in amount, in the exercise of the Board's reasonable administrative discretion, to continue to make payments under this Contract.
- 3. CAPTIONS.** The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.
- 4. COMPLIANCE WITH APPLICABLE LAW.** Contractor shall comply with all federal, state, county, and local laws, ordinances, and regulations applicable to the work to be done under this Contract. Contractor specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor shall also comply with the Americans with Disabilities Act of 1990 (Pub. L. No. 101-336), title VI of the civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws. Contractor further agrees to make payments promptly when due, to all persons supplying to such Contractor, labor or materials for the prosecution of the work provided in this Contract; pay all contributions or amounts due the Industrial Accident Funds from such Contractor responsibilities incurred in the performance of this Contract; not permit any lien or claim to be filed or prosecuted against the state on account of any labor or material furnished; pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. If Contractor fails or refuses to make any such payments required herein, the appropriate Board official may pay such claim. Any payment of a claim in the manner authorized in this section shall not relieve the Contractor or Contractor's surety from obligation with respect to unpaid claims. Contractor shall promptly pay any person or entity that furnishes medical care to Contractor's employees those sums which Contractor agreed to pay for such services and all money Contractor collected or deducted from employee's wages to provide such services.
- 5. DISCLOSURE OF SOCIAL SECURITY NUMBER.** Contractor must provide Contractor's Social Security number unless Contractor provides a federal tax ID number. The number is requested pursuant to ORS 305.385 and OAR 150-305-100. Social Security numbers provided pursuant to this authority will be used for the administration of state, federal and local tax laws.
- 6. EXECUTION AND COUNTERPARTS.** This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
- 7. GOVERNING LAW.** This Contract shall be governed and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, or suit between Board and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Marion County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a

federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

8. HAZARD COMMUNICATION. Contractor shall notify Board prior to using products containing hazardous chemicals to which Board employees may be exposed. Products containing hazardous chemicals are those products defined by Oregon Administrative Rules, Chapter 437. Upon Board's request, Contractor shall immediately provide Material Safety Data Sheets for the products subject to this provision.

9. INDEMNITY, RESPONSIBILITY FOR DAMAGES. Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from the conduct of work under this Contract, or from any act, omission, or neglect of Contractor, its subcontractors, or employees. Contractor shall save, defend, indemnify, and hold harmless the State of Oregon, the State Board of Higher Education, their officers, agents, employees, and members from all claims, suits and actions of any nature resulting from or arising out of the activities or omissions of Contractor or its subcontractors, officers, agents, or employees acting under this Contract. Contractor shall have control of the defense and settlement thereof, but neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without first receiving from Board, authority to act as legal counsel for the State of Oregon, nor shall Contractor settle any claim on behalf of the State of Oregon without the approval of the Board. The State of Oregon may, at its election and expense, assume its own defense and settlement in the event that the State of Oregon determines that Contractor is prohibited from defending the State of Oregon, is not adequately defending its interests, or that an important governmental principle is at issue and the State of Oregon desires to assume its own defense. Board reserves all rights to pursue any claims it may have against the Contractor if Board elects to assume its own defense. Provided, however, the provisions of this **Section 9** do not include indemnification by the Contractor of the Board for the Board's activities.

10. INDEPENDENT CONTRACTOR STATUS. The service(s) to be rendered under this Contract are those of an independent contractor. Although the Board reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, Board cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the work. Contractor is not to be considered an agent or employee of Board for any purpose, and neither Contractor nor any of Contractor's agents or employees are entitled to any of the benefits that Board provides its employees. Contractor will be solely and entirely responsible for its acts and for the acts of its agents or employees during the performance of this Contract. If Contractor is providing personal services as an individual, Contractor: (1) Is engaged as an independent contractor and will be responsible for any Federal or State taxes applicable to this payment, (2) Will not be eligible for any Federal Social Security, State Worker's Compensation, unemployment insurance, or Public Employees Retirement System benefits from this Contract payment; (3) Is not an officer, employee, or agent of the State as these terms are used in ORS 30.265 and will not be under the direction and control of Board; (4) Is not currently employed by the Federal Government and the amount charged does not exceed the normal charge for the type of service provided if payment is to be charged against Federal funds and; (5) Must furnish Form 8233 in duplicate with this Contract if Contractor is a non-resident alien and claims exemption from Federal Withholding tax. The Board will report the total amount of all payments to Contractor, including any expenses, in accordance with Federal Internal Revenue Service and State of Oregon Department of Revenue regulations. (Also see Exhibit C.)

11. INSURANCE. Contractor shall provide insurance as indicated on Exhibit B, attached hereto and

by this reference made a part hereof. Insurance policies, which cannot be excess to a self-insurance program, are to be issued by an insurance company authorized to do business in the State of Oregon. The State of Oregon, acting by and through the Board and their officers and employees shall be included as an additional insured in said insurance policy. If any of the liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration of 24 months.

12. LIMITATION OF LIABILITIES. Except for liability arising under or related to sections 15(A) or 23(B), neither party shall be liable for (i) any indirect, incidental, consequential or special damages under this Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.

13. NOTICES. Except as otherwise expressly provided in this Contract, notices to be given hereunder shall be given in writing by personal delivery, facsimile, email, or mailing the same, postage prepaid, to Contractor or Board at the address or number set forth on the signature page of this Contract, or to such other addresses or numbers as either party may hereafter indicate. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any such communication or notice delivered by facsimile shall be deemed to be given when receipt of transmission is generated by the transmitting machine. To be effective against the Board, facsimile or email transmission must be confirmed by telephone notice to Board's supervising representative. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

14. OWNERSHIP OF WORK PRODUCT. All work product of Contractor that results from this Contract (the "Work Product") is the exclusive property of Board. Board and Contractor intend that such Work Product be deemed "work made for hire" of which Board shall be deemed the author. If for any reason the Work Product is not deemed "work made for hire", Contractor hereby irrevocably assigns to Board all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark or trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as Board may reasonably request in order to fully vest such rights in Board. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

15. REPRESENTATIONS AND WARRANTIES. (A) Contractor's Representations and Warranties. Contractor represents and warrants to Board that (1) Contractor has the power and authority to enter into and perform this Contract, (2) this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms, (3) the Work under this Contract shall be performed in a good and workmanlike manner and in accordance with the highest professional standards, (4) Contractor shall at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work. (B) Warranties Cumulative. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

16. SURVIVAL. All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in the Section titled "Effective Date and Duration", and Sections 1, 7, 9, 12, 14, 15, 16, and 23.

17. SEVERABILITY. If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

18. SUBCONTRACTS AND ASSIGNMENTS. Contractor shall not enter into any subcontracts for any of the work required by this Contract, or assign or transfer any of its interest in this Contract, without obtaining prior written approval from the Board. In addition to any provisions the Board

may require, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this section and Sections 1, 9, 14, and 27 as if the subcontractor were the Contractor. Board's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

19. SUCCESSORS IN INTEREST. The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.

20. TAX COMPLIANCE CERTIFICATION. Contractor hereby affirms, under penalty of perjury as provided in ORS 305.385(6), that, to the best of Contractor's knowledge, the Contractor is not in violation of any of the tax laws described in ORS 305.380(4). For purposes of this certification, "tax laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250, ORS Chapters 118, 314, 316, 317, 318, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Oregon Department of Revenue under ORS 305.620.

21. TERMINATIONS. (A) This Contract may be terminated at any time by mutual consent of the parties or by Board at its discretion upon thirty (30) days' notice to the Contractor. (B) In addition, the Board may terminate this Contract effective upon delivery of notice to Contractor, or at such later date as may be established by the Board, if (i) Federal or state laws, rules, regulations or guidelines are modified, changed, or interpreted in such a way that either the work under this Contract is prohibited or Board is prohibited from paying for such work from the planned funding source; or (ii) Any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this Contract is for any reason denied, revoked, or not renewed. (C) This Contract may also be immediately terminated by Board for default (including breach of Contract) if (i) Contractor fails to provide services or materials called for by this Contract within the time specified herein or any extension thereof; or (ii) Contractor fails to perform any of the other provisions of this Contract or so fails to pursue the work as to endanger performance of this Contract in accordance with its terms, and after receipt of notice from Board, fails to correct such failure within ten business days.

22. TERMINATION DUE TO NONAPPROPRIATION OF FUNDS. If sufficient funds are not provided in future legislatively approved budgets of Board (or from applicable Federal, state, or other sources or by allotment) to permit Board in the exercise of its reasonable administrative discretion to continue this Contract, or if Board or the program for which this Contract was executed is abolished, the Board may terminate this Contract without further liability by giving Contractor not less than thirty (30) days notice. In determining the availability of funds from the Oregon Legislature for this Contract, Board may use the budget adopted for it by the Joint Ways and Means Committee of the Oregon Legislative Assembly.

23. REMEDIES. (A) In the event of termination pursuant to Sections 21(A) and (B)(i) and 22, Contractor's sole remedy shall be a claim for the sum designated for accomplishing the work multiplied by the percentage of work completed and accepted by the Board, less previous amounts paid and any claim(s) which the Board has against Contractor. If previous amounts paid to Contractor exceed the amount due to Contractor under this subsection, Contractor shall pay any excess to Board on demand. (B) In the event of termination pursuant to Sections 21(B)(ii) or (C), Board shall have any remedy available to it in law or equity. If it is determined for any reason that Contractor was not in default under these subsections, the rights and obligations of the parties shall be the same as if the Contract was terminated pursuant to Section 21(A). (C) Upon receiving a notice of termination of this Contract, Contractor shall immediately cease all activities under this Contract, unless Board expressly directs otherwise in such notice of termination. Upon termination of this Contract, Contractor shall deliver to Board all documents, information, works-in-progress and other property that are or would be deliverables had the Contract work been completed. Upon Board's request, Contractor shall surrender to anyone Board designates, all documents, research or objects or other tangible things needed to complete the work.

24. NO THIRD PARTY BENEFICIARIES. Board and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

25. TIME IS OF THE ESSENCE. Contractor agrees that time is of the essence under this Contract.

26. FOREIGN CONTRACTOR. If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporate Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.

27. FORCE MAJEURE. Neither Board nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, Board's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

28. WAIVER. The failure of Board to enforce any provision of this Contract shall not constitute a waiver by Board of that or any other provision.

29. RECYCLING. In the performance of this Contract the Contractor shall use, to the maximum extent economically feasible, recycled paper.

30. CONFLICT OF INTEREST. The Contractor shall not engage in any activity or accept any employment, interest, or contribution that would, or would reasonably appear to, directly or indirectly conflict in any manner or degree with the performance of its services hereunder without Board's prior written consent. Contractor will request Board's written consent through the methods provided in Section 13 of this Contract. If Board does not respond within 14 days of receipt of a request for written approval sent in accord with this section, Board will have waived their rights to such prior consent solely in regards to the matter for which they received notice but failed to respond.

31. MERGER. THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES AND ALL NECESSARY STATE APPROVALS HAVING BEEN OBTAINED. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HERETO OF ITS AUTHORIZED REPRESENTATIVE, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THIS CONTRACT AND CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

Certification: I, under penalties of perjury, do hereby certify that (a) the number shown on this form is my correct taxpayer ID (or I am waiting for the number to be issued to me), and (b) I am not subject to backup withholding because (i) I am exempt from backup withholding or (ii) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified me that I am no longer subject to backup withholding.

I, the undersigned also (a) agree to perform the work required by Exhibit A in accordance with the terms and conditions; (b) certify under penalty of perjury that I/my business am not/is not in violation of any Oregon tax laws; (c) certify that I am an independent contractor as defined in

ORS 670.600; (d) certify that I am authorized to act on behalf of Contractor; (e) the statements contained in Exhibit C attached hereto are true and correct; and (f) understand that the Board has adopted policies applicable to contractors that prohibit sexual harassment and accept that my company and its employees are required to adhere to the Chancellor's Office and/or institution's policy prohibiting sexual harassment in their interactions with members of the Oregon University System community.

SIGNATURES

IN WITNESS WHEREOF, the parties have caused their authorized representatives to execute this Contract as of the dates written below.

[Redacted], CONTRACTOR

**The State of Oregon acting by and through
the State Board of Higher Education, on
behalf of the Oregon University System,
BOARD**

Signature

Date

Signature

Date

Print Name

Print Name

Title

Title

EXHIBIT A
Scope of Work
PROFESSIONAL SERVICES CONTRACT
Contract #

SCOPE OF WORK

Contractor shall provide Board with consulting services to develop a Capital Project Requests Database System (“Database”) as described in Appendix A (“Services”).

Contractor’s Services shall include coordinating and meeting with external University personnel to facilitate Database development, guidance, review, and testing.

1. Required Tasks

Contractor’s Services shall be performed at the direction of C&FP Staff. Contractor shall:

- a) Organize and conduct an initial Database project scoping meeting (“Meeting”) with C&FP staff to discuss project expectations, including tasks, deliverables, and schedule. The Meeting shall be held in a time/place/manner approved by C&FP staff.
- b) Conduct necessary outreach with potential internal OUS and external University database users/stakeholders (as identified by C&FP staff).
- c) Provide a fully-functional Database to C&FP staff for evaluation. Contractor shall make all necessary Database revisions per C&FP staff requests prior to final Database deployment on November 1, 2013.

2. Deliverables

Contractor shall provide C&FP Staff with the deliverables set forth in this Section 2 (“Deliverables”). All Deliverables shall be provided C&FP staff to according to a schedule developed by C&FP staff with Contractor’s input. Contractor shall:

- a) Provide a final operational version of the Database that fulfills (to the satisfaction of C&FP staff) the Database requirements as outlined in the “System Requirements Specification” (Attachment A, as may be revised by C&FP staff) by November 1, 2013.
- b) Provide a written summary report of the Database specifications, including system maintenance, data management, and potential follow-up tasks that exceed the scope of work contemplated in this RFP.
- c) Submit digital/physical copies of all tangible and/or intangible Database-related assets including, but not limited to (as applicable): product manuals, DVDs of executable files, product licensing keys, and user logins.
- d) Provide a brief project management status report in conjunction with monthly invoices to C&FP staff, and include the following (“Reports”). Each Report must include the following:
 - i. Tasks accomplished to date;
 - ii. Remaining project tasks (including those in process), including status of each task;
 - iii. Budget summary, including budget used to date (billed and unbilled), and

remaining budget; and

- iv. Summary of issues/opportunities pertaining to project efficiency, product quality, and timeliness of completing the tasks outlined in the Scope of Work.

3. Core Objectives

Contractor's Services and Deliverables must meet each of the following objectives:

- a) The Database must track University capital project data, and centralize the data entry of each Request into a single application which each University and OUS has convenient, secure access.
- b) Data entry to the Database must be transparent, streamlined, and improved to reduce current areas of redundancy, improve user experience, and allow data changes to be managed by University staff.
- c) All Requests must be stored for historical purposes and for analysis using configuration management and workflow controls that prevent unauthorized editing.
- d) The Database must support ad-hoc reporting for certain users and should provide interfaces to Microsoft Word and/or In-Design.
- e) The Database must contain a subset of existing historical data, imported from Access, for use in future funding cycles and for general reference.

4. Materials Provided

OUS will provide Contractor with information, data, reports, and records necessary for carrying out the Services contemplated in this Scope of Work. This material will be provided at no charge and OUS will cooperate with Contractor in every reasonable manner to ensure completion of the Services.

5. Budget

The contract awarded as a result of this RFP is expected to be approximately \$50,000 for the duration of the contract. Price is an element of the evaluation criteria and Proposers should consider this when preparing their Proposal.

6. Optional Services

Other consultation services related to the Database and not specifically contemplated above ("Optional Services"). Such Optional Services shall be provided only upon C&FP's prior written request.

7. Travel Expenses

Pre-approved travel shall be reimbursed according to the Chancellor's Office Contractor Travel Reimbursement Policy attached to the sample Contract included in this RFP as Exhibit D.

CONSIDERATION

- a. Payment for all work performed under this Contract shall be subject to the provisions of ORS 293.462 and shall not exceed the total maximum sum of **\$50,000** except by explicit approval

of the Board. Invoices may be submitted to the Board's representative: **Alice Wiewel, PO Box 751 IAFF, Portland, OR 97207 (alice_wiewel@ous.edu).**

- b. Interim payments shall be made to Contractor following Board's review and approval of invoices submitted by Contractor. Contractor shall not submit invoices for, and the Board will not pay, any amount in excess of the maximum compensation amount set forth above. If this maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs work subject to the amendment.
- c. Contractor shall submit monthly invoices for work performed. The invoice **shall describe all work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed.** The billings shall also include the total amount billed to date by Contractor prior to the current invoice.

SAMPLE

EXHIBIT B INSURANCE

During the term of this Contract, Contractor shall maintain in full force at its own expense, each insurance noted below:

1. Required by Board of Contractor with one or more workers, as defined by ORS 656.027.

Contractor, its subcontractors, if any, and all employers providing work, labor, or materials under this Contract are subject employers under the Oregon Workers' Compensation Law, and shall either comply with ORS 656.017, which requires said employers to provide workers' compensation coverage that satisfies Oregon law for all their subject workers, or shall comply with the exemption set out in ORS 656.126.

2. Required by Board Not required by Board.

Professional Liability insurance with a combined single limit, or the equivalent, of not less than **\$2,000,000** for each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this Contract.

3. Required by Board Not required by Board.

General Liability insurance with a combined single limit, or the equivalent, of not less than \$1,000,000 for each occurrence for Bodily Injury and Property Damage and \$2,000,000 in aggregate. It shall include contractual liability coverage for the indemnity provided under this Contract. It shall provide that the State of Oregon, Board and divisions, officers, and employees are Additional Insureds but only with respect to the Contractor's services to be provided under this Contract.

4. Required by Board Not required by Board.

Automobile Liability insurance with a combined single limit, or the equivalent, of not less than **Oregon Financial Responsibility Law (ORS 806.060)** for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

5. Certificates of Insurance. As evidence of the General Liability and Automobile Liability insurance coverage required by this Contract, the Contractor shall furnish an endorsement from the insurance company naming the State of Oregon, the State Board of Higher Education, the Oregon University System, Institutions, and their officers, employees and members as additional insureds with respect to the services of this Contract. Insuring companies or entities are subject to State acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the State. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

6. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Contractor or its insurer(s) to Board at the following address: OUS Director of Contracting and Purchasing, P.O. Box 751 Portland OR 97207-0751.

EXHIBIT C
CERTIFICATION STATEMENT FOR INDEPENDENT CONTRACTOR

(Contractor completes if Contractor is not a corporation or is a Professional Corporation)

Contractor certifies he/she is independent and meets the following standards:

1. Registered under ORS Chapter 701 to provide services for which such registration is required.
2. Filed all federal and state income tax returns in the name of my business or a business Schedule C as part of the personal income tax return, for the previous year, or expect to file federal and state income tax returns, for services performed as an independent contractor in the previous year.
3. Furnish the tools or equipment necessary for the contracted labor or services.
4. Authority to hire and fire employees who perform the labor or services.
5. Represent to the public that the services are to be provided by independently established business as four (4) or more of the following circumstances exist. **Check four or more of the following:**
 - A. The labor or services are primarily carried out at a location that is separate from my residence or is primarily carried out in a specific portion of my residence, which is set aside as the location of the business.
 - B. Commercial advertising or business cards are purchased for the business, or I have a trade association membership;
 - C. Telephone listing is used for the business that is separate from the personal residence listing.
 - D. Services are performed only pursuant to written contracts.
 - E. Services are performed for two or more different persons within a period of one year.
 - F. I assume financial responsible for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission insurance or liability insurance relating to the services to be provided.

Contractor Signature _____ Date _____



EXHIBIT D
Chancellor's Office (CO) Contractor Travel Reimbursement Policy
Rates Effective January 1, 2013

Category	Rate Summary	Policy
Instate Travel: Meal per diem \$52 B = \$13.00 L = \$13.00 D = \$26.00	All Oregon Cities Meals \$52.00 Lodging \$111.00	<ul style="list-style-type: none"> • The per diem equals the federal rate using the <i>IRS's High-Low Substantiation Method</i>. All Oregon cities are currently Low Cost Cities. • No receipts are required for lodging, meals and incidental expenses (these are reimbursed on a per diem basis). • If meals are provided at the meeting or event, no meal per diem is allowed. • No meal per diem is allowed on one day trips. • Lodging tax is reimbursed as a miscellaneous expense.
Out-of-State, and Continental US Travel: High meal per diem \$65 B = \$16.25 L = \$16.25 D = \$32.50 Low meal per diem \$52 B = \$13.00 L = \$13.00 D = \$26.00	High: See list of High Cost Cities Meals \$65.00 Lodging \$177.00 Low: All other cities, Continental US Meals \$52.00 Lodging \$111.00	<ul style="list-style-type: none"> • The per diem equals the federal rate using the <i>IRS's High-Low Substantiation Method</i> (see http://www.ous.edu/dept/cont-div/fpm/trav-95-100#.730 for listing of High Cost Localities). • No receipts are required for lodging, meals and incidental expenses (these are reimbursed on a per diem basis). • If meals are provided at the meeting or event, no meal per diem is allowed. • No meal per diem is allowed on one day trips. • Lodging tax is reimbursed as a miscellaneous expense.
Foreign & Non-Continental US and Overseas Non-Foreign Areas (Alaska, Hawaii, Guam, etc.)	Contractor travel to these locations is minimal and the federal tables are complicated. Call for per diem rates.	<ul style="list-style-type: none"> • Contact Chancellor's Office Business Services at 541-737-3636 for current per diem rates for these locations. • If meals are provided at the meeting or event, no meal per diem is allowed. • Lodging tax is reimbursed as a miscellaneous expense for Alaska, Hawaii, Puerto Rico, and US possessions. Lodging tax is included in the per diem for foreign travel. • No receipts are required for lodging, meals and incidental expenses.
Mileage for Private Vehicle:	56.5 cents per mile.	<ul style="list-style-type: none"> • Mileage can be calculated one of 3 ways: <ul style="list-style-type: none"> ○ Mileage Chart in the Excel file (see Excel file) ○ Actual mileage (from the odometer) ○ Mapping software (e.g., mapquest.com) • Mileage cannot be claimed in addition to fees for rented vehicles and fuel expenses for a rented vehicle. • Mileage is not reimbursable unless one way trip exceeds 25 miles from origin to destination.

Pro-ration of meals for partial days involving an overnight stay:	INITIAL Day of Travel – Leave:	Prior to 7:00 am	7:00 am to 12:59 pm	1:00 pm and after
	Meal Allowance	Breakfast, lunch, dinner	Lunch, dinner	Dinner
	FINAL Day of Travel – Return:	Prior to Noon	12:00 noon to 5:59 pm	6:00 pm and after
	Meal Allowance	Breakfast	Breakfast, lunch	Breakfast, lunch, dinner

Rented Vehicles: CO will only reimburse vehicle rental rates for compact and economy cars and their equivalent green class. CO will reimburse for liability insurance issued through the vehicle rental company. Other classes of vehicles may be rented for circumstances that are approved in advance by the CO representative for reasons that include space requirements or inclement weather conditions. Receipts are required.

Airfare: CO will only reimburse actual economy rate airfare, plus mandatory taxes and fees. Receipts are required.

Ground Transportation: Taxicab, train (coach or business class only), and airport shuttle fees will be reimbursed. Receipts are required if over \$75 per item.

Incidental Expenses: *Incidental expenses are combined with the meal per diem rate and will not be separately reimbursed.* Incidental expenses include, but are not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services, such as for waiters, taxi drivers, and baggage handlers.

Miscellaneous Expenses: The miscellaneous expenses that can be reimbursed include: fuel expenses for a rented vehicle, parking, tolls, lodging taxes, and checked baggage for up to 2 standard-weight bags. Other miscellaneous expenses can be reimbursed only if approved in advance by the CO representative. All miscellaneous expenses must be itemized. Receipts are required if over \$25 per item.

Unallowed Expenses: Expenses for laundry, cleaning and pressing of clothing, and fees and gratuities for services (e.g. waiters, taxi drivers, and baggage handlers) are not reimbursable.

Hosting Expenses: If the Statement of work in your contract authorizes reimbursement for hosting expenses, all expenses must be authorized prior to incurring costs. Contact Chancellor’s Office Business Services at 541-737-3636 for allowable expenses.

Travel reimbursement rates may periodically change. Contractor shall be responsible for ensuring that travel reimbursement requests are in accordance with the rates in effect at the time the expense was incurred. The current travel reimbursement rates may be found at http://www.ous.edu/cont-div/cobpp/28.05_contractortravel.php.

The Chancellor’s Office prefers that requests for travel reimbursement be made by completing the Contractor’s Travel Reimbursement Request.

Appendix A

Oregon University System **Capital and Facilities Planning**

Capital Project Request Database System: ***Software Requirements Specification***

July 1, 2013

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Purpose of Solution

Background

OUS is a university system comprised of 7 public universities. OUS capital projects are campus-based educational facilities and related structures. Each capital project is funded—either publicly or privately—and become state-owned assets administered by and subject to Oregon Administrative Rules and Revised Statutes. Each biennium, OUS campuses submit capital project requests (Requests) to OUS Capital and Facilities Planning (C&FP) personnel. All Requests must be approved by the Oregon State Board of Higher Education (Board). Projects that request state bond funds for construction are subject to a review process and approval by the Board, and recommended to the Governor for legislative approval of the biennial capital construction budget.

For more detail about the program, see the following:

http://www.ous.edu/sites/default/files/dept/govrel/files/2013_15OUSCapitalProgramComplete_2.pdf

Currently, each campus makes Requests using Excel spreadsheets, and a supplemental Access database form. The data is completed by the campus, and then transmitted to OUS for review. C&FP staff merges all the Request data from each campus into a master copy of the Access database. From this, C&FP compiles Request data as needed into various submission packages and reports, and manage each request through a workflow process. Managing the data for each campus is time-consuming, error-prone and places the burden of data entry and change control on OUS instead of with the campuses.

Goals of the solution

The goal of the new software proposed is to track data about campus capital Projects, and to centralize the data entry of each campus funding Request into a single relational database application to which each campus and OUS has convenient, secure access. The process of data entry shall be made more transparent, streamlined and improved, to reduce current areas of redundancy, improve user experience, and allow data changes to be managed by campuses. All Requests must be stored for historical purposes and for analysis using configuration management and workflow controls that prevent unauthorized editing. The solution must support ad-hoc reporting for certain users and should provide interfaces to Microsoft Word and/or In-Design. Lastly, upon release, the new centralized system must contain a subset of existing historical data, imported from Access, for use in future funding cycles and for general reference.

The high-level measurable goals to meet are producing a solution that:

1. Tracks all capital Projects
2. Collects all the required metadata of the Request from the 7 campuses
3. Permits privileged users at campuses and OUS to see and edit data and submissions in real time
4. Filters the Request data entry fields required based on previous data input (usability)
5. Eliminates the need for and use of shadow systems (multiple Access dbases)
6. Eliminates duplicate/outdated/redundant data entry attributes

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7. Employs a security scheme to handle remote users' credentials/manage passcodes, restricts access by campus
8. Contains flexible, functional revision control to track revisions of Projects and Requests
9. Uses an audit-tracking methodology for certain key data
10. Has an overarching logical graphical workflow in which current and past Requests can be easily identified by their status and revision number
11. Has a workflow that matches the actual work performed by OUS staff, reducing the time it takes to generate an agency submission by 50%
12. Allows OUS privileged users to export data for analysis and/or interfaces with other applications
13. Contains, at a minimum, the current and past biennia's data

Client and other Stakeholders

Client

The direct client is the Oregon University System (OUS) Capital and Facilities Planning Department, an arm of the Board of Higher Education for the State of Oregon, housed near the campus of Portland State University in downtown Portland, Oregon (see <http://www.ous.edu/dept/capcon>).

Other Stakeholders

1. Key users at the remote campuses are stakeholders and subject matter experts. The campuses are: Eastern Oregon University (EOU), Oregon Institute of Technology or Oregon Tech (OIT), Oregon State University (OSU), Portland State University (PSU), Southern Oregon University (SOU), University of Oregon (UO), and Western Oregon University (WOU). The users represent personnel from the campus's Capital & Facilities Planning office and other administrative personnel
2. Board/Board Finance and Administration (F & A) Committee, the first "stage gate" a Request must pass through
3. Governor's Office
4. Legislature / Legislative Fiscal Office (LFO)

(see swimlane diagram later in this document for workflow details)

Users of the Product

Users

1. OUS Director of Capital Planning & Construction: generates and reviews Requests submission, suggests changes and edits, if required. Generates submission packages.
2. OUS Planner/Analyst: Performs data analysis in support of process; assists Director
3. Applicant: University representative; completes Request data
4. Approver: notes their review via an email, a phone call or official meeting minutes

(Detailed user stories will appear later in this document)

Priorities

The Users outlined about are the focus of this software effort; when the solution evolves there may be more involvement of other stakeholders

Requirements Constraints

Solution constraints

1. The solution shall be released for use by January 1, 2014
2. Costs are a concern; customized or configurable commercial-off-the-shelf software must be used
3. Details have not been entirely specified

Implementation environment

N/A

Partner applications

N/A

Commercial off-the-shelf software

The solution must use commercial-off-the-shelf software that is either configurable to customized.

Anticipated workplace environment

N/A

Timeliness

See above constraints

Budget

See other sources

Definitions: Acronyms & Naming Conventions

AUX	Auxiliary; a classification of capital Request
Bonding	Mortgage-like funding from State and other sources
C & FP	Capital & Facilities Planning
CPR	Capital Project Request, referred to in this document as "Request"
DAS	Department of Administrative Services, the central administrative agency of the state of Oregon
E & G	Educational & General; a classification of capital Request
GSF	Gross square feet
OUS	Oregon University System, a managing body for Oregon's 7 state colleges
Request	A series of data collected about a proposed capital project

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SBF	Student Building Fee; a classification of capital Request
SYS	Systemwide; a classification of capital Request

Relevant Facts

The existing Access database was built 2001 and has been modified to suit current needs; it contains legacy workflow and data that need to be further assessed. The existing Excel spreadsheets provide overlap with some of the functions in Access; these too may be used to clarify the process.

The Governor's Office provides a Word version of the "DAS" form that must be completed by OUS; this document is subject to change. Long-term support of the output of this form should be considered.

Assumptions

N/A

Risks

Risk Assessment

Evaluating this project with a risk-based graded approach, FullCity Consulting considers this project to be a **Risk Category 2** project (where Category 1 is the riskiest; see Appendix A). This assessment is based on the items detailed in the next section (also, see Risk Assessment).

Risks faced by new project

1. Administration of local user accounts is an unknown (perhaps there is a single domain object that can be used so that each campus need not manage its own database security)
2. Data mapping for import is not specified to the field level at this time
3. The subtleties of the business rule minutia have yet to be specified
4. The existing process is being re-examined

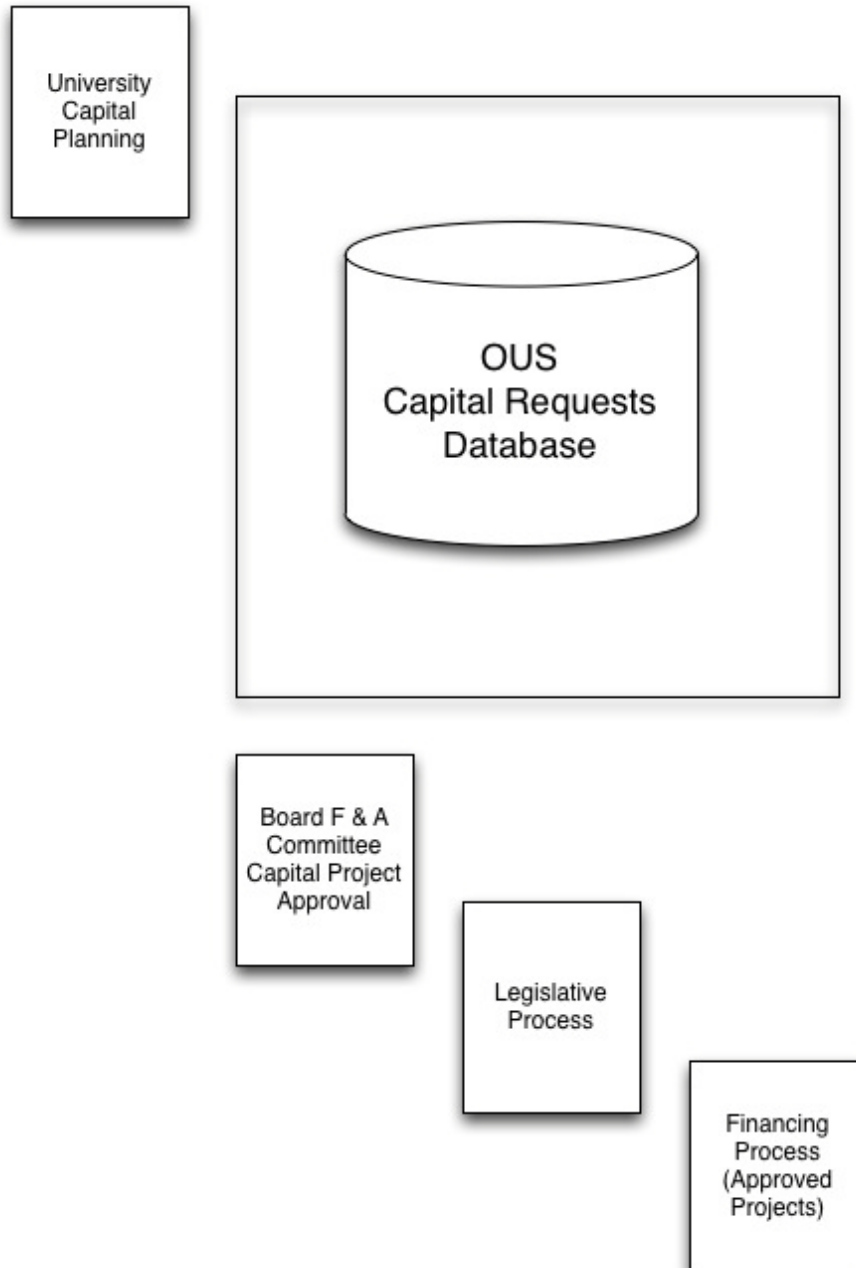
Contingencies

N/A

Scope of the Product

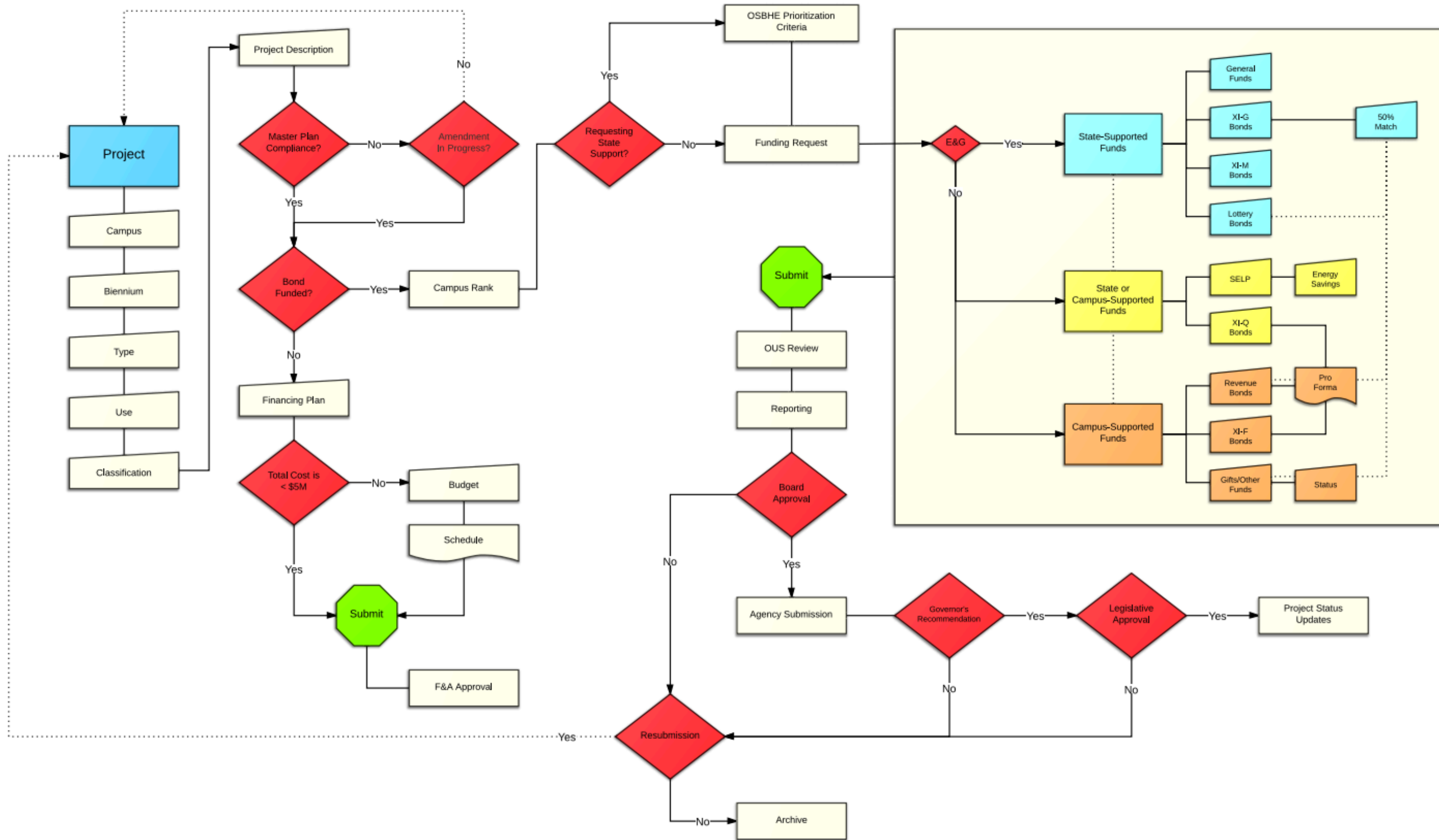
Scope of product

The document below describes where the functions of the database product begin and end. In other words, there are to be no interfaces (today) between the proposed database system and other human and/or electronic systems.



Work Flow Map

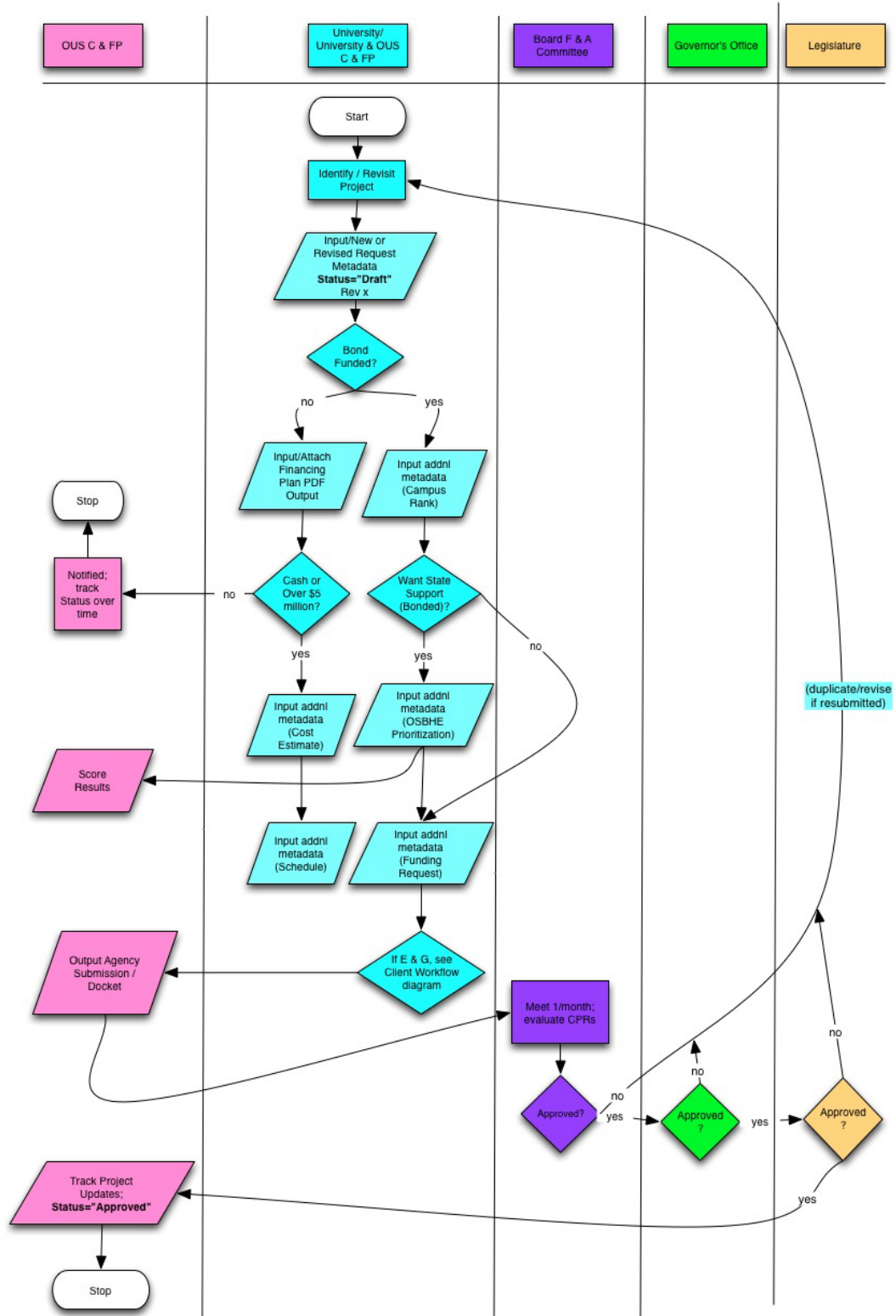
Client's Work Flow Diagram



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Developer's Swimlane

OUS Capital Budget Request Electronic Solution Swimlane



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Functional and Data Requirements

User Stories

Item #	As an...	I want to...	, so that...
1	Applicant	Log into an e-system	I can Submit a funding Request
2	Applicant	Submit a funding request	my campus can get funding for our construction needs
3	Applicant	See all my projects and review them as a report	I can reduce communication errors within my campus
4	Applicant	be able to resubmit a "Denied" Request	we can try again to get funding
5	Applicant	Edit a "Denied" Request	I can write it better this time and perhaps get funding
6	Applicant	see all the past Requests we have Submitted	we don't duplicate our efforts
7	Applicant	only see the Summary & Cost fields that apply, based on Classification (for instance, SBF or AUX requests should require a ProForma, but not other narratives). More to be determined.	don't waste time looking at fields that don't apply
8	Applicant	only see the Funding Request fields that apply to my Request, based on Request Type	the Applicant is not confused and the process is easier to complete
9	Approver/representative of Approver	note my Request approval	everyone can view the status of the Request
10	Director/Analyst	increase transparency of the process	everyone can see where Requests are at any given moment
11	Director/Analyst	require a change description be completed when certain key Request data is edited / revised	I don't have to rely on memory about the history of a Project or Request
12	Director/Analyst	control the edit access of a completed/funded Project/Request	historical data is preserved
13	Director/Analyst	view the change history of certain key fields (audit log)	I can review key changes and see them in context
14	Director/Analyst	ensure SYS and E & G Projects get assigned a numeric evaluation score	so Projects with a higher score are prioritized for available state funding
15	Director/Analyst	Be sure all the required data is entered	we can realize some efficiencies
16	Director/Analyst	Be able to omit or include certain Biennium ("inactive" or similar)	I can control data entry and decrease confusion
17	Director/Analyst	Disallow campuses from viewing the Evaluation Scoring	our evaluation can be kept private
18	Director/Analyst	Only fill out the parts of the Evaluation that are required, by Use (rules TBD)	don't waste time looking at fields that don't apply
19	Director/Analyst	store the F & A "Approval" meeting minutes in the database	I can have them readily available with the Request
20	Director/Analyst	Compare versions of the Request throughout its lifecycle	report on the deltas
21	Director/Analyst	Notify a campus that I want them to make a change	I can streamline the process and not have to make the change myself
22	Director/Analyst	Track what happens to a Request after it is funded	I can cite the Bill(s) it appears in and review the process
23	Director/Analyst	Make the Request process as easy as sending an email	it gets done and done well

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24	Director/Analyst	Output specific data to InDesign	I can use my existing templates for Agency Submissions packages
25	Director/Analyst	Output specific data to MS Word	I can use my existing templates for Agency Submissions packages
26	Director/Analyst	Print out the DAS form from the database	can easily generate the form from the source

Inputs

Note: this list is incomplete and not fixed. Instead, listed items should be considered a baseline. Items highlighted in yellow are not necessarily discrete fields; rather, they could be inputted through longer text (memo) fields, in different tables; or, depending on the revised database form input scheme, they may no longer be needed.

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Number	Table	Name	Field Type	Formatting	Value List	Calculation	Note
100.10	PROJECT	Campus	text				
100.11	PROJECT	Project Name	text				
110.10	REQUEST	Request Name	text				
110.11	REQUEST	Biennium	text	xxxx-xx ("2019-21")	lookup from Biennium table active values		
110.12	REQUEST	Classification	text		E & G; SBF; AUX; SYS		
110.13	REQUEST	Type_isNew	text				
110.13.1	REQUEST	Type_isAddition	text				
110.13.2	REQUEST	Type_isRenovation	text				
110.13.3	REQUEST	Type_isAcquisition	text				
110.13.4	REQUEST	Type_isLease	text				
110.13.5	REQUEST	Type_isDeferred Maintenance	text				
110.14	REQUEST	Use	text		Academic; Health Related; Library Media; Performance; Athletics; Residence Hall; Student Center; Science; Specialty		
110.14.1	REQUEST	Campus Priority (Rank)	integer				
110.15	REQUEST	isBonded	boolean				
110.16	REQUEST	isOver5Million	boolean				
110.17	REQUEST	Total Amt Requested (manual)	integer				this would be a high-level typed-in value
110.18	REQUEST	Area_GrossSqFtg_New	integer				
110.19	REQUEST	Area_GrossSqFtg_Remodel	integer				
110.20	REQUEST	Area_GrossSqFtg_NetAssignable / ASF	integer				
110.21	REQUEST	Stories	integer				
110.22	REQUEST	Date Estimated Start	date				
110.23	REQUEST	Date Estimated Completion	date				
110.24	REQUEST	Location	text				
110.25	REQUEST	School/Dept Affected	text				
110.26	REQUEST	Facilities Detail	text narrative/ memo				
110.27	REQUEST	LEED Level	text		Silver EQ; Silver; Gold; Platinum; Net Zero		
110.28	REQUEST	Energy Reduction	integer	%xx.xx			
110.29	REQUEST	Department Programs	text narrative/ memo				
110.30	REQUEST	Construction Descr / Type	text narrative/ memo				

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110.31	REQUEST	Project Summary	text narrative/memo			
110.32	REQUEST	Master Plan Compliance	text narrative/memo			Not Req'd for AUX and SBD
110.33	REQUEST	Board Priorities	text narrative/memo			Not Req'd for AUX and SBD
110.34	REQUEST	Additional Enrollment Capacity	text narrative/memo			Not Req'd for AUX and SBD
110.35	REQUEST	Need	text narrative/memo			Not Req'd for AUX and SBD
110.36	REQUEST	Alternatives	text narrative/memo			Not Req'd for AUX and SBD
110.37	REQUEST	Consequences of Delay	text narrative/memo			Not Req'd for AUX and SBD
110.38	REQUEST	Project Phases	text narrative/memo			Not Req'd for AUX and SBD
110.39	REQUEST	Source of Matching Funds (DAS)	text narrative/memo			
110.40	REQUEST	Additional Project Funding (DAS)	text narrative/memo			
110.41	REQUEST	Energy savings (DAS)	text narrative/memo			
110.42	REQUEST	Estimate Source	text narrative/memo			
110.43	REQUEST	Cost Drivers	text narrative/memo			
130.10	BIENNIUM	Value	text	xxxx-xx ("2019-21")		
130.11	BIENNIUM	Status			Active/Inactive	
150.10	EVALUATION	Category	text		Master Plan Compliance; Board Priorities; Cost Savings; Need; Campus Priority; Finish What We Start; Leveraged Dollars; Sustainability	
150.11	EVALUATION	Points	integer			

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150.12	EVALUATION	Total Points				Total of assigned points per Request	
170.10	FUNDING_TYPE	Type			General Fund; XI-G; XI-F(1); Lottery Bonds; SELP; Seismic Bonds; XI-Q Bonds; OUS Revenue Bonds; Gifts/Grants; Federal Funds; Other		
170.10.1	FUNDING_TYPE	Gate			Agency Request; Governor Recommended; Legislatively Adoped		
170.11	FUNDING_TYPE	Amount	integer	\$x,xxx,xxx			
170.12	FUNDING_TYPE	Bond Term	integer	years			
170.13	FUNDING_TYPE	Bond Rate	integer				
180.10	COST_ESTIMATE	Building Cost Estimate	integer	\$x,xxx,xxx			
180.11	COST_ESTIMATE	Site Cost Estimate	integer	\$x,xxx,xxx			
180.12	COST_ESTIMATE	SubTotal Direct Construction Costs	integer	\$x,xxx,xxx		Building Cost Estimate + Site Cost Estimate	
180.13	COST_ESTIMATE	Owner Equipment / Furnishings / Special Systems	integer	\$x,xxx,xxx			
180.14	COST_ESTIMATE	Construction-Related Permits & Fees	integer	\$x,xxx,xxx			
180.15	COST_ESTIMATE	Other Indirect Construction Costs	integer	\$x,xxx,xxx			
180.16	COST_ESTIMATE	Architectural, Engineering Consultants	integer	\$x,xxx,xxx			
180.17	COST_ESTIMATE	Other Design & PM Costs	integer	\$x,xxx,xxx			
180.18	COST_ESTIMATE	SubTotal Soft Costs	integer	\$x,xxx,xxx		Addition of 180.13 thru 180.17	
180.19	COST_ESTIMATE	Contingency Dollar Amount	integer	\$x,xxx,xxx			Current system is percentage--this is wrong
180.20	COST_ESTIMATE	Total Project Costs	integer			Addition of 180.12 + 180.18 + 180.19	
180.21	COST_ESTIMATE	Cost/Sq Ft	integer			Area_TotalSsqFtg / Total Project Costs	
180.22	COST_ESTIMATE	Contingency Percentage	integer	%xx.xx		Contingency Dollar Amount / SubTotal Direct Costs + Subtotal Soft Costs	
180.23	COST_ESTIMATE	Notes	text narrative/memo				
200.10	PRO_FORMA	Year	integer	n	1, 2, 3 .. 10		
200.11	PRO_FORMA	New Prog. Revenues	integer	\$x,xxx,xxx			
200.12	PRO_FORMA	Philanthropic/Grant Revenues	integer	\$x,xxx,xxx			
200.13	PRO_FORMA	Other Revenue	integer	\$x,xxx,xxx			
200.14	PRO_FORMA	SubTotal Revenue	integer			Addition of 200.11 thru 200.13	
200.15	PRO_FORMA	New Prog. Costs	integer	\$x,xxx,xxx			
200.16	PRO_FORMA	Project Operating Costs	integer	\$x,xxx,xxx			

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200.17	PRO_FORMA	Debt Service	integer	\$x,xxx,xxx			
200.18	PRO_FORMA	SubTotal Operating Expenses	integer			Addition of 200.15 thru 200.17	
200.19	PRO_FORMA	Net Incremental Savings	integer	\$x,xxx,xxx			?
200.20	PRO_FORMA	Net Incremental Cost Summation	integer	\$x,xxx,xxx			?
210.10	SCHEDULE	Phase	text		Pre-Design; Schematic/Design Development; Complete Bid Docs; Bidding; Construction		
210.11	SCHEDULE	Status	text		Future; Pending; in Progress; Completed		
210.12	SCHEDULE	Date	date				
210.13	SCHEDULE	Duration (Months)	integer				

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Data Input: Import Mapping

TBD

Outputs

The outputs desired are evolving and need further investigation.-

Number	Description	Format
500.10	DAS Form (107BF11a)	pdf; see SR Appendix
500.20	Prioritization Report	TBD
500.30	Agency Submission Supplementals	TBD

Business Rules

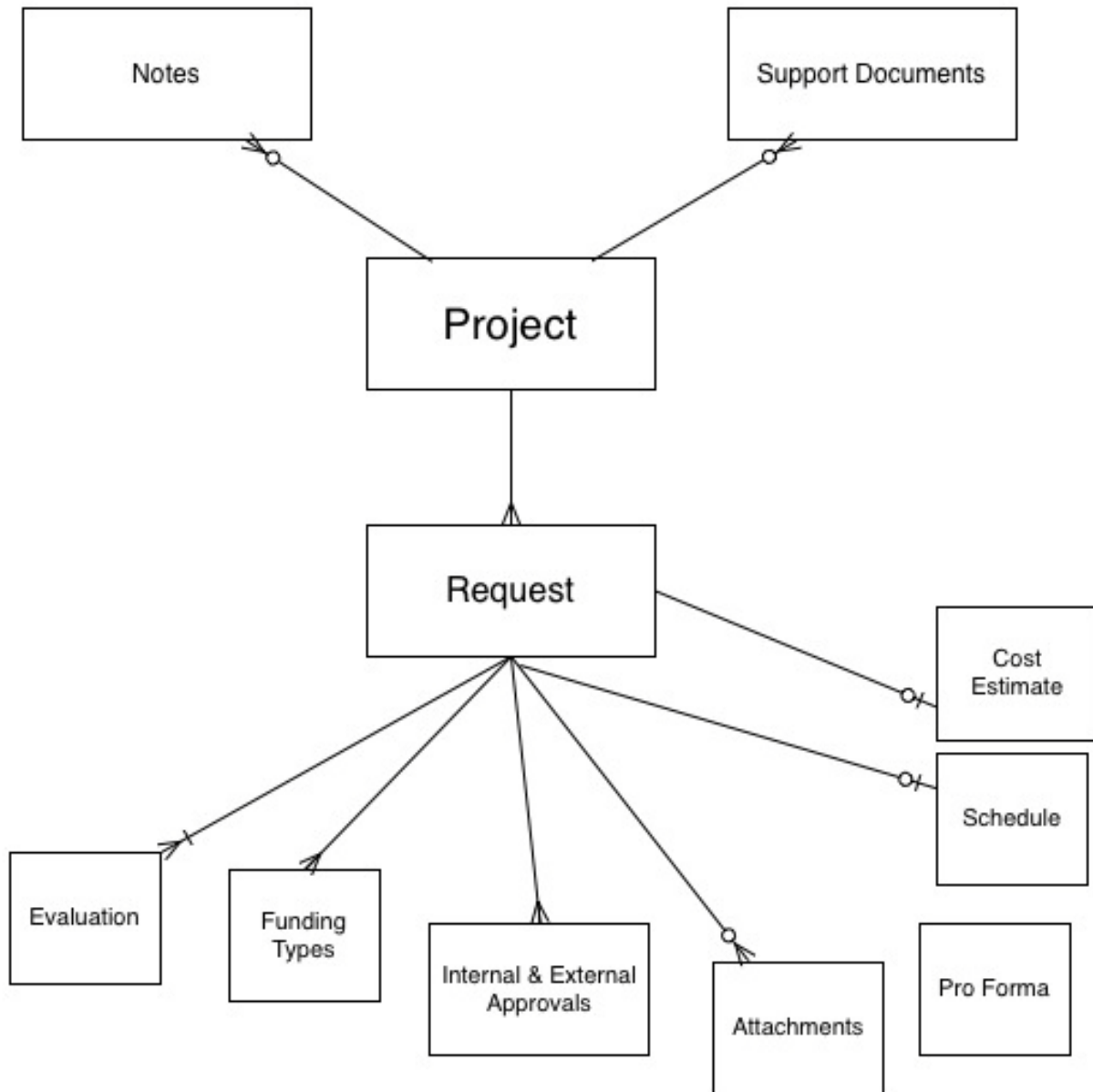
Some of these items are touched upon in the User Stories; where necessary they have been expanded upon here.

1. Each Request is written for one biennium (2 year) period.
2. Campuses are required to submit Requests for 5 biennia. This means they will submit a bundle of Requests at one time (one or greater for each Biennium), some of which are for years in the future. Only the current biennium's data will be complete. Future Requests are required to contain just the minimum metadata (Campus, Biennium, Name, Funding [total amount—a guess], Classification, Type), but additional data may be entered if known.
3. The dollar amount total estimated by the Applicant must match the Funding request total amount submitted; rounding is an issue that needs more investigation, perhaps via the Contingency Dollar Amount.
4. Work Flow Super Structure TBD:
 - a. Edit access and version control throughout stage "Gates" (to be defined—perhaps Campus Request/Agency Request/Governor/Legislatively Adopted/Bonding) needs to be more clearly defined.
 - b. Consider higher level business logic level that organizes and controls Requests by "Gate" or similar critical junctures (workflow) so that "snapshots" (aka "Save As...") can be preserved (locked) and changes can be accurately tracked.
 - c. Within the Request, it's possible that client will wish to track formally changes to financials. Client may have need to report upon the deltas. Alternatively, the "Gates" could be statuses like "Draft"; "Submitted"; "In Review"; "Approved"; and "Bonded."
 - d. For audit and historical purposes, the most important stages are "Campus" and "Legislative."

This choice could affect the solution architecture significantly so these points should be more closely examined.

Database Structures

Note: This is a draft based on limited information and is subject to change and re-interpretation.



Look and Feel Requirements

The solution shall be highly graphical and modern, with an interface that is intuitive with a professional look, using fonts and colors appropriate for state governance. There is no corporate branding to match or integrate with. Also, see Design Document (DD100x-A).

Usability Requirements

Ease of use

The solution should be exceptionally intuitive, graphical and easy to use; “as easy as sending an email.” Wherever possible, mistake-proofing should exist to help prevent the following common issues: required fields blank, accidental deletion, duplicate entry, etc. These requirements may be revisited once a design exists. Also, see Business Rules.

Ease of learning

Where applicable, graphical elements will “train” the user on the use of a field. For example, tooltips (hover mouse for message), conditional formatting (blank field “highlighted”), or teaching text (explanatory text in a field that is written over by user).

Performance Requirements

Speed requirements

The solution should avoid queries on un-stored calculations, summarizing fields across large sets of records, or other design elements generally recognized as slowing performance.

Safety critical requirements

N/A

Precision requirements

See Requirements tables.

Reliability and availability requirements

The solution, to be hosted by OUS on a server(s), managed by IT, is expected to have maximum uptime, minus the time needed for installing software updates (operating system) or other planned downtime. This will be under the control of the client.

Capacity requirements

The size of the solution file can be expected to grow proportionally after each biennia. Since the solution will store historical records in perpetuity, including PDFs, the hardware of the server is expected to need expanding or replacing as the file(s) grow larger. However, this is a relatively small solution, so it will be some time (years) before capacity is an issue. Overall, the solution should be able to integrate well with existing IT assets.

Operational Requirements

Expected physical environment

General office use.

Expected technological environment

The solution should be hosted on a server-class server(s) in controlled environment with IT personnel management. The solution should be evaluated for compatibility with Microsoft SQL server environments and/or current Business Intelligence tools, such as Tableau or IBM Cognos. Depending on the interface to campuses (world wide web or WAN / VPN client connection), the server may need to run certain additional applications.

Partner applications

N/A

Maintainability and Portability Requirements

Ease of maintenance

In general, the solution must be scalable and upgradable with an expectation of service for a decade.

Special conditions requirements

There is no maintenance or support agreement in place at this time.

Portability requirements

N/A

Security Requirements

Campuses

Each Campus will have different types of users (access levels)—for example, an Applicant would have different level of access from someone from the Budgeting dept. OSU could probably coordinate access; access would be by distinct user, not by group, using centralized domain credentials via Active Directory, if a centralized domain exists cross campus (coordinate with IT). Each campus should manage credentials within a protocol determined by OUS.

File integrity requirements

In the relational database, cascading updates should be avoided where historical data is concerned. Cascading deletes will be disabled. Also see Business Rules.

Audit requirements

Only vaguely specified at this time; OUS is subject to audits and so the historic data must be preserved (locked) so it can be relied upon for accuracy. See Requirements and User Stories.

Backup and Recovery

Integrating with the local IT department(s), the application should have a robust backup function. Coordination with IT will be necessary to integrate with existing disaster recovery infrastructure.

Cultural and Political Requirements

N/A

Legal Requirements

Does the product fall under the jurisdiction of any law?

N/A

Compliance standards

N/A

Open Issues

N/A

Off-the-Shelf Solutions

Ready-made products

Client has already investigated the market and determined there are no existing products to purchase.

Ready-made components to be added in

There are no applicable plugins to use at this time.

Something to copy?

N/A

Software Lifecycle Tasks

Risk Assessment

Since this project has been assessed as a Risk Category 2, a comprehensive software lifecycle development process should be followed (see Software Lifecycle Tasks).

Approach

This project is best suited for the “Spiral” method of software development— that is, each iteration of the software will provide feedback for successive versions until release. The solution will be presented to the client throughout the development process for feedback, “spiraling” in until the requirements have all been realized.

Development Phases and Deliverables

A software lifecycle management method will be followed so that the solution may be supported in the most efficient method possible, and so that the solution best matches the needs of the client. Each configurable item below will be accepted (iteratively) by the client, in this following order.

Count	Deliverable Name	Description
1	Software Requirements (SR)	Software requirements document—the basis of the process (this document)
2	Design document (DD)	Design document: a mock-up or drawing of screens or a software engineering design diagram outlining interfaces etc.
3	Test Plan (TK)	Written document that outlines how each requirement will be tested. Contains actual tests.
4	Test Results	Scans or copies of actual tests run by developer and/or Client
5	Software v 1.0	Baseline installation of proven accepted software

Release and Revision Control

Once the client has accepted the solution for use (baseline release), all subsequent changes requested will be tracked via email, phone, or in person at meetings. Developer personnel will document the change requested in a Change Request form or similar, which will then be reviewed and accepted by the client (or comments will be given and the form will be drafted again for acceptance). If the Form indicates the change is “major,” (affects form, fit or function), this document and its related documents, if applicable, may be updated for acceptance by the client. A new estimate will be drafted for acceptance by the client. Once the client has approved the Change Request and the new estimate (in writing), the changes will be executed.

Metrics

N/A

Cutover

Special requirements for transition

Campus users will need to be informed about the availability of the new software; training is not in the scope of this software project. Ample notice should be given for a smooth transition.

Furthermore, any software or hardware required to be installed or configured by both the remote campus' IT departments and the client's IT department shall be put in place and tested before the solution is launched.

Data migration plan

TBD

Costs

See other sources.

User Documentation

There will be no user manual provided for this project.

Waiting Room

Potential follow-on functions for future revisions of software:

1. Integration with OUS web site(s);
2. Integration with Land & Property Request system (Access);
3. Approval-level access and/or read-only access for Budget personnel and VPs.

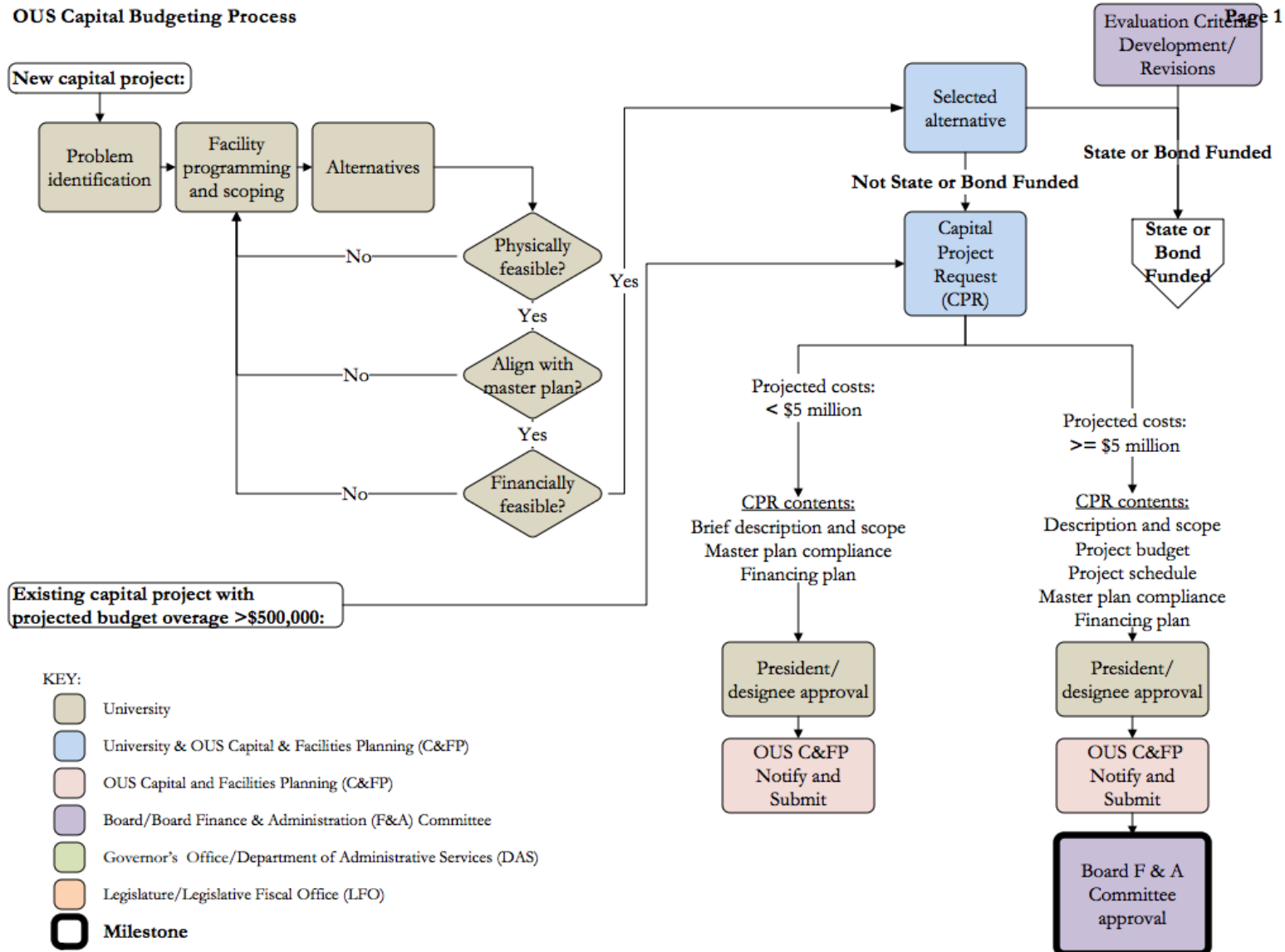
Appendix A: Risk Assessment Matrix

Assessment Matrix to Determine Project Risk Level Category

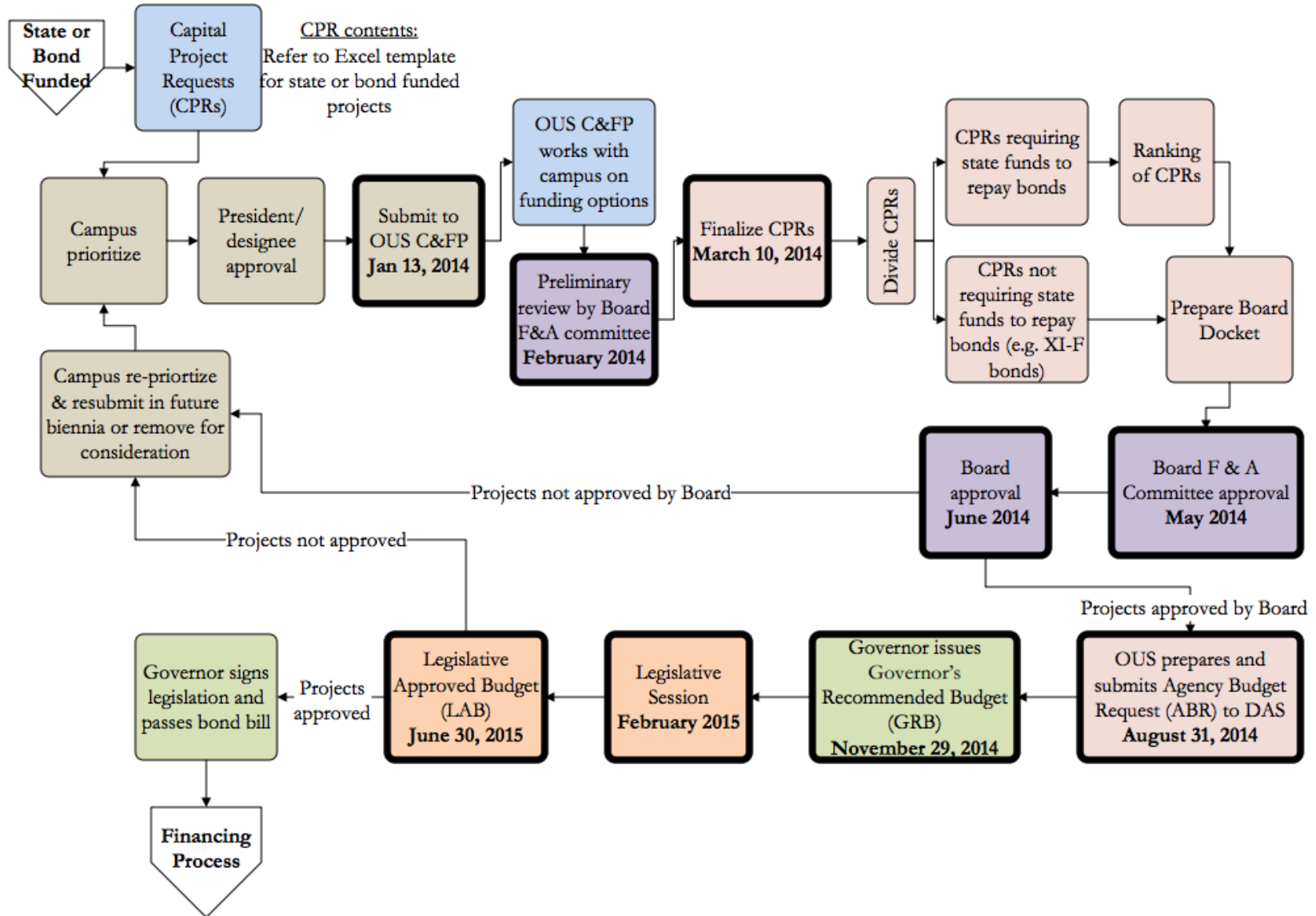
	Client Process Capability Maturity Level				
	CMMI Level				
	5	4	3	2	1
	Optimizing	Quantitatively Managed	Defined	Managed	Initial
<i>Proposed Application Data</i>	Continuous process improvement	Organizational process performance	Process standardization	Basic project management	Competent people & heroics
R & D	3	3	3	3	3
Prototyping	3	3	3	3	2
Data is Commonly found in public	3	3	3	2	2
Data easily replaceable	2	2	2	2	2
Data runs business	2	2	2	1	1
Data is private	2	2	1	1	1
Data is proprietary / unreplaceable	1	1	1	1	1
Data contains credit card numbers	1	1	1	1	1
Data is PII (personally-identifiable information) or its release has legal consequences; data is confidential	1	1	1	1	1

Appendix B: Quality Evidence

Approval Flow Chart (Provided by client):



OUS Capital Budgeting Process



Appendix A to OUS RFP#2013-06

Software Requirements Specification: Oregon University System

Existing Access Database screens (mocked up data):

2013-22 OUS Capital Construction Budget Request

Project Funding
Project Scope
Board Evaluation
Scores
Summary and Cost
Schedule
Cost Estimate
Pro Forma (Non-Aux)

Biennium	Campus	Project Name	
2019-21	Portland State University	Maida's Test Project Name	
Classification	Classification Priority	Category	Project Type OUS Goal
E&G		Engineering Research Intensive	Acquisition Excellence

Project Funding

	Agency Request	Bond Term (Years)	Governor's Request	Legislatively Adopted
General Fund:	\$100,000		\$0	\$0
XI-G Bonds:	\$1,000,000	30	\$0	\$0
XI-F(1) Bonds:	\$1,000,000	30	\$0	\$0
Lottery Bonds:	\$1,500,000	30	\$0	\$0
SELP:	\$500,000	30	\$0	\$0
Seismic Bonds:	\$50,000	30	\$0	\$0
XI-Q Bonds:	\$250,000	0 <input type="checkbox"/> State-Paid	\$0	\$0
OUS Revenue Bonds	\$1,500,000		\$0	\$0
Gifts/Grants:	\$0			
Federal Funds:	\$0			
Other Funds:	\$0		\$0	\$0
Total Funding:	\$5,900,000		\$0	\$0
Cost per GSF:			#Num!	#Num!

If requesting SELP, enter annual Energy Savings:

G-Bonds: Source of Matching Funds (DAS Report)



Additional project funding sources _amounts (DAS Report)

Energy savings for SELP loans (assumptions and calculation) – for DAS Report

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Appendix A to
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Software Requirements Specification: Oregon University System

		2013-22 OUS Capital Construction Budget Request					
Project Funding	Project Scope	Board Evaluation	Scores	Summary and Cost	Schedule	Cost Estimate	Pro Forma (No
Location: <input type="text"/>		Schedule		Area			
<input type="checkbox"/> Planning only		Est. Start Date: <input type="text"/>		GSF New: <input type="text" value="0"/>			
<input type="checkbox"/> Land/Real Property Acquisition		Est. Completion Date: <input type="text"/>		GSF Remodel: <input type="text" value="0"/>			
<input checked="" type="checkbox"/> New Construction		Schedule Notes:		Net Assignable SF: <input type="text" value="0"/>			
<input type="checkbox"/> Addition		<input type="text"/>		Picture: <input type="text"/>			
<input type="checkbox"/> Remodel							
School/Deptment Affected: <input type="text" value="eterterterter"/>							
Project Summary (Describe the nature and purpose of this project): <input type="text" value="trteertet"/>							
Facilities Detail (describe the technical project, including appropriate metrics: acres, s.f., # stories, classrooms, labs, etc.): <input type="text" value="erterteer"/>							
ShortDesc: <input type="text" value="eterter"/>							
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Appendix A to
OUS RFP#2013-06

Software Requirements Specification: Oregon University System



2013-22 OUS Capital Construction Budget Reque

Project Funding | Project Scope | Board Evaluation | Scores | Summary and Cost | Schedule | Cost Estimate | Pro Forma


MasterPlan (how does this project relate to your current master plan):

Alternatives (What alternatives can be considered if the project is not approved?):

Consequences of Delay:

Project Phases (Is the project phased?):

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Appendix A to OUS RFP#2013-06

Software Requirements Specification: Oregon University System

2013-22 OUS Capital Construction Budget Request

Project Funding
Project Scope
Board Evaluation
Scores
Summary and Cost
Schedule
Cost Estimate
Pro Forma (Non-Aux)

Biennia:

Campus Priority:

Classification:

Evaluationsubform

		Possible Points	
Master Plan	<input style="width: 30px;" type="text" value="0"/>	5	Does it support Key Objectives
Board/Gov Priorities	<input style="width: 30px;" type="text" value="0"/>	30	Increase Educational Attainment, Support pre K-20 success initiatives, Invest in globally competitive research-build on Oregon's advantages, Long-term financial viability of OUS.
Cost Savings	<input style="width: 30px;" type="text" value="0"/>	10	Eliminate/limit Deferred Maint. Projects, Energy Savings
Demonstrated Need	<input style="width: 30px;" type="text" value="0"/>	10	Importance of Service or program.
University Ranking	<input style="width: 30px;" type="text" value="0"/>	20	Rank Score 1=5, 2=4, 3=3, 4=2, 5+ =1
Finish What we Started	<input style="width: 30px;" type="text" value="0"/>	5	Preserve current programs
Leverage \$	<input style="width: 30px;" type="text" value="0"/>	5	Maximize leveraged funds
Sustainability Index	<input style="width: 30px;" type="text" value="0"/>	10	Reduced EUI, water, and waste
Total Score:	<input style="width: 30px;" type="text" value="32"/>	70	

Evaluation Notes:

Record: 2 of 2
No Filter
Search

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Appendix A to OUS RFP#2013-06

Software Requirements Specification: Oregon University System

2013-22 OUS Capital Construction Budget Request

Project Funding
Project Scope
Board Evaluation
Scores
Summary and Cost
Schedule
Cost Estimate
Pro Forma (Non-Aux)

Project Name
Maida's Test Project Name

Campus
Portland State University

Biennium
2019-21

Estimated Project Cost

	Dollars	% Total
General Fund:	\$100,000	2%
XI-G Bonds:	\$1,000,000	17%
XI-F(1) Bonds:	\$1,000,000	17%
Lottery Bonds:	\$1,500,000	25%
SELP:	\$500,000	8%
Seismic Bonds:	\$50,000	1%
XI-Q Bonds:	\$250,000	4%
OUS Revenue Bonds:	\$1,500,000	25%
Gifts/Grants:	\$0	0%
Federal Funds:	\$0	0%
Other Funds:	\$0	0%
Total Funding:	\$5,900,000	

Classification EG SBF AUX SYS

Type New Addition Renovation Acquisition
 Lease Deferred Maintenance

Use

Space Type

Stories

GSF New:

GSF Remodel

ASF

Department Programs

Construction Description / Type

Project Summary (Describe the nature and purpose of this project):

Sustainability
LEED % Energy Reduction

MasterPlan (how does this project relate to your current master plan):

Board / State Priorities

Additional Enrollment Capacity

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Appendix A to OUS RFP#2013-06

Software Requirements Specification: Oregon University System

2013-22 OUS Capital Construction Budget Request

Project Funding	Project Scope	Board Evaluation	Scores	Summary and Cost	Schedule	Cost Estimate	Pro Forma (Non-Au
-----------------	---------------	------------------	--------	------------------	----------	---------------	-------------------

StartDate:

CompletionDate:

Project Schedule and Milestones For Projects that have been started

Phase	Status	Date
Pre-Design	<input type="text" value=""/>	<input style="width: 100%;" type="text"/>
Schematic/Design Development	Pending In Progress Completed	<input style="width: 100%;" type="text"/>
Complete Bid Docs		<input style="width: 100%;" type="text"/>
Bidding	<input type="text" value=""/>	<input style="width: 100%;" type="text"/>
Construction	<input type="text" value=""/>	<input style="width: 100%;" type="text"/>
Proposed Occupancy Year & Tern		<input style="width: 100%;" type="text"/>

Project Schedule and Milestones For Projects yet to begin.....


Phase	Duration (Months)
Pre-Design	<input style="width: 100%;" type="text"/>
Schematic/Design Development	<input style="width: 100%;" type="text"/>
Complete Bid Docs	<input style="width: 100%;" type="text"/>
Bidding	<input style="width: 100%;" type="text"/>
Construction	<input style="width: 100%;" type="text"/>
Proposed Occupancy Year & Tern	

Date

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Appendix A to OUS RFP#2013-06

Software Requirements Specification: Oregon University System



2013-22 OUS Capital Construction Budget Request

Project Funding
Project Scope
Board Evaluation
Scores
Summary and Cost
Schedule
Cost Estimate
Pro Forma (Non-Aux)


Cost Estimate

DIRECT CONSTRUCTION COSTS		Cost (\$)		
Building Cost Estimate			\$15,500,000.00	
Site Cost Estimate			\$10,000,000.00	
				% Project Cost
				\$/GSF
Total of Direct Construction Costs		\$25,500,000	91	170.0
SOFT COSTS		Cost (\$)		
Owner Equipment / Furnishings / Special Systems		\$1.00		
Construction Related Permits and Fees		\$350,000.00		
Other Indirect Construction Costs		\$250,000.00		
Architectural, Engineering Consultants		\$550,000.00		
Other Design and PM Costs		\$100,000.00		
				% Project Cost
				\$/GSF
Total of Soft Costs		\$1,250,001	4	8.3
OWNER'S PROJECT CONTINGENCY				
Owner's Project Contingency (1%-10%)		5		
		Cost (\$)		\$/GSF
TOTAL PROJECT COST		\$28,087,501		187.3
TOTAL PROJECT COST (ROUNDED)		\$29,000,000		

Notes:

Estimate Source:

Cost Drivers:

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Appendix A to OUS RFP#2013-06

Software Requirements Specification: Oregon University System

2013-22 OUS Capital Construction Budget Request										
Funding Operations (Millions of Dollars)										
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Revenues										
New Programmatic Revenues	\$10,000,000									
Philanthropic/Grant Revenues	\$150,000									
Other Revenues/Expense Savings	\$2									
Total Operating Revenue	\$10,150,002									
Projected Operating Costs										
New Programmatic Costs	\$80,000									
Project Operating Costs	\$250,000									
Debt Service	\$50									
Total Operating Expenses	\$330,050									
Net Incremental Savings/(Cost)	9819952	0	0	0	0	0	0	0	0	0
Net Incremental Cost Summation	0									

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**Appendix A to
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Software Requirements Specification: Oregon University System

Tab "D" Prioritization Scoring

POINTS (Current) Proposed	CATEGORY	DETAIL
A 0 Pts	Master Plan Compliance - Minimum criteria. If it is not identified or comply with the MP, OUS Board vote to add.	
		The Master Plan criteria identify how well the project addresses the campus's long-range planning document. A project scores well if it clearly establishes a relationship to program development, land use, and development intensity. These self-studies, while still evolving, have identified those facilities most needed if enrollment growth, program change and quality facilities are to be achieved.
B 1-30 pts	Board Priorities (State Priorities)	
		Scoring is based on the project's relation to the Board's strategic plan: "An Investment in Oregonians for our Future: A Plan to 2025 for the OUS"
		Pts
		15
		<i>Increase Educational Attainment (Capacity)</i>
		5
		<i>Support preK-20 student success initiatives</i>
		5
		<i>Invest in Research that is globally competitive, building on existing excellence and Oregon's market advantages</i>
		5
		<i>Assure the long-term financial viability of OUS and its institutions</i>
C 1-10 pts	Cost Savings	
		Projects are scored based on cost savings generated by eliminating or limiting deferred maintenance projects, and/or operational savings
D 1-10 pts	Need	

**Appendix A to
OUS RFP#2013-06**

Scoring within this priority is related to Life safety, mission critical items, and projects that support key programs and initiatives.

E 4-20 pts Campus Priority 5 10

This score was based on the campus ranking as follows:

Priority	PTS
1	20
2	16
3	12
4	8
5	4
6	3
7	2
8	1

F 1-5 pts Finish what we start

Projects are scored based on how the capital investment could best enhance or complement existing academic program efforts.

G 1-15 pts Leveraged Dollars

Projects were scored based on the following schedule:

% Gifts/Grants/ Other Funds	PTS	Majority pledged or in- hand	PTS
<i>50% or over</i>	<i>8</i>	<i>100% add</i>	<i>7</i>
<i>40% or over</i>	<i>4</i>	<i>75% add</i>	<i>6</i>
<i>30 % or over</i>	<i>3</i>	<i>50% add</i>	<i>5</i>
<i>20% or over</i>	<i>2</i>	<i>25% add</i>	<i>4</i>
<i>10% or over</i>	<i>1</i>	<i>10% add</i>	<i>3</i>
<i>None</i>	<i>0</i>	<i>5% add</i>	<i>2</i>

H	1-10 pts	Sustainability
		<ul style="list-style-type: none">· Reduction of EUI from baseline State energy criteria (existing for renovations, target for new construction)· Reduction of Water use from baseline· Reduction of Waste from baseline· Supply chain reduction renovation x points, new building with sourced material within 500 for radius x points (use LEED criteria) <p>Note: LEED Silver Equivalent and OR DOE SEED are baseline for Energy</p>
	Potential Points	100 pts

Tab "E" Short Form:

1 **Project Title**

2 **Institution**

3 **Estimated Project Cost**

Funding Source	Amount	% of Total
Bond by type		IX-G/IX-F/ Lottery/SELP/Seismic/Q/Other Revenue
Gifts and Grants		
Other		

4 **Description and Scope**

Short narrative background including description of what it is, the need, alignment with Board and State Priorities

Summary:

Classification: E&G, SBF, AUX, SYS

Type: *New/Addition/ Renovation/Acquisition/Lease
 Academic/health related/Library
 Media/performance/athletics/residence*

Use: *hall/student center/science/dining/specialty*

Space Types: *EG. Classrooms, Offices, Shop, Conference Facilities.*

No. Stories:

GSF New:

GSF Remodel:

ASF:

Department Programs:

Construction *EG. Steel + Concrete, Wood Frame, Low rise, Mid-*

Description/Type: *rise, High- rise, LEED*

5 **Schedule:** *Use Template*

Estimated

6 **Construction Cost:** *Use Template*

Estimate Source:

Cost Drivers: *If above or below average, justify.*

7 **Benchmarks:**

Project Cost	Average	STD Dev.
Campus		
OUS		
External		

under development

Appendix A to OUS RFP#2013-06

Tab "F" Long Form:

- 1 Project Title
- 2 Institution
- 3 Estimated Project Cost

Funding Source	Amount	% of Total
Bond by type		
Gifts and Grants		
Other		
Project Total		

IX-G/IX-F/ Lottery/SELP/Seismic/Q/Other Revenue

4 Description and Scope

Summary:

Background

Project Description:

Classification: E&G, SBF, AUX, SYS

Type: New/Addition/ Renovation/Acquisition/Lease

Use: Academic/health related/Library Media/performance/athletics/residence hall/student center/science/dining/specialty

Space Types: EG. Classrooms, Offices, Shop, Conference Facilities.

No. Stories:

GSF New:

GSF Remodel:

ASF:

Department Programs:

Construction Description/Type: EG. Steel + Concrete, Wood Frame, Low rise, Mid-rise, High- rise

5 Sustainability:

LEED Silver EQ, Silver, Gold, Platinum, Net Zero

% Energy Reduction X%

6 Master Plan Compliance:

1-2 sentences

7 Board/State Priorities:

Short narrative.

Additional Enrollment Capacity

Approximate count and standard for calc.

8 Need:

Short narrative

9 Alternatives:

Identify alts. Considered and reasons for rejection.

10 Consequences of Delay:

1 sentence

8 Schedule:

Use Template

9 Estimated Construction Cost:

Use Template

Estimate Source:

Cost Drivers:

If above or below average, justify.

10 Benchmarks:

Project Cost	Average	STD Dev.
Campus		
OUS		
External		

under development

**Appendix A to
OUS RFP#2013-06**

Software Requirements Specification: Oregon University System

Tab "G" Schedule:

PROJECT SCHEDULE + MILESTONES		
Phase	Status	Date
Pre-Design		pending/in progress/completed
Schematic/Design Development		pending/in progress/completed
Complete Bid Docs		pending/in progress/completed
Bidding		pending/in progress/completed
Construction		insert date
<i>Proposed Occupancy Yr & Term</i>		year/Fall Term/Winter Term/Spring Term/ Summer Term

For Projects that have been started

PROJECT SCHEDULE + MILESTONES	
Phase	Duration in months
Pre-Design	insert number
Schematic/Design Development	insert number
Complete Bid Docs	insert number
Bidding	insert number
Construction	insert number
<i>Proposed Occupancy YR & Term</i>	year/Fall Term/Winter Term/Spring Term/ Summer Term

For Projects yet to begin.....

**Appendix A to
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Software Requirements Specification: Oregon University System

Tab "H" Short Form Cost Estimate:

DIRECT CONSTRUCTION COSTS

[] GSF

DIRECT CONSTRUCTION

		\$	% Project Cost	\$/GSF
1	Building Cost Estimate			
2	Site Cost Estimate			
3	TOTAL DIRECT CONSTRUCTION COSTS	=		

SOFT COSTS

INDIRECT CONSTRUCTION COSTS - SOFT COSTS PART A

4	Owner Equipment / Furnishings / Special Systems			
5	Construction Related Permits & Fees			
6	Other Indirect Construction Costs			
DESIGN AND PROJECT MANAGEMENT - SOFT COSTS PART B				
7	Architectural, Engineering Consultants			
8	Other Design and PM Costs			
9	TOTAL SOFT COSTS Part A + B	0		

10 **OWNER'S PROJECT CONTINGENCY**

	insert % 1-10%)			
--	-----------------	--	--	--

TOTAL PROJECT COST

--	--	--	--

Appendix C: Form 107BF11a

OUS/COMMUNITY COLLEGE MAJOR CONSTRUCTION/ACQUISITION PROJECT NARRATIVE

Campus: → → → → → → → Schools/Departments Affected: →

Project name (be precise, description will be included in legislation): → → → → → → →

Estimated start date: → → → → → Estimated completion date:

Project type (check all below that apply): → → →

→ Planning/design only: → Land/real property acquisition: → New construction: → Addition: → Remodel:

Project summary (describe the nature and purpose of the project):

Example: Construction of a new building to house science, agriculture, technology, and allied health programs with GPS labs, physical science labs, nursing simulation labs, and general classroom space for vocational training needs. The building will be located at the corner of Main Street and First Avenue on the main campus.

Facilities detail (describe the technical project, including appropriate metrics: acres, square feet, number of stories, classrooms, labs, etc.):

Example: Construction of a new three-story classroom building with approximately 30,900 square feet and all related site work, including the construction of a parking area. The project will be constructed to LEED silver standards, but is not anticipated to be certified. The building will consist of six classrooms, two computer labs, an exercise of mat room, office space, and associated student services spaces, such as a small dining area and student gathering area.

Estimated project cost (include design and planning, hard and soft construction costs, land and real property acquisition, infrastructure development, furnishings and fixtures, contingencies, etc, regardless of the proposed funding model):

FUNDING REQUEST:

Funding Request	General Fund	Article XI-G Bonds	Article XI-F Bonds*	Lottery Bonds	SELP Loans*	Seismic Grants	Article XI-Q Bonds*	OUS Revenue Bonds*	Total
Agency Request									
Governor's Recommended									
Legislatively Adopted									

*10 year pro-forma will be requested for all self support projects Article XI-F SELP loan projects, OUS revenue bonds, some Article XI-Q bonds:

Cost per net usable square feet added or renovated:

CONTINUED ON NEXT PAGE

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

OUS/COMMUNITY COLLEGE MAJOR CONSTRUCTION/ACQUISITION PROJECT NARRATIVE

¶
For Article XI-G bonds, source of matching funds (indicate sources, amounts);
Example: -gifts/donation from Kenton Foundation and others: \$2,000,000, 50% in hand; federal National Institute for Science and Technology grant: \$1,000,000, application submitted; housing revenues: \$2,000,000, 100% in hand; student building fees: \$1,000,000, vote scheduled September 2012; local property tax levy, \$2,500,000, vote scheduled November 2012 ¶

¶
For additional required project funding (i.e., beyond requested state funds and Article XI-G matching funds) (indicate sources, amounts);
Example: -additional gifts/donation from Kenton Foundation and others: \$1,500,000, 50% in hand; federal National Science Foundation grant: \$750,000, application submitted; housing revenues: \$4,200,000, 100% in hand; student building fees: \$350,000, vote scheduled September 2012; local property tax levy, \$1,750,000, vote scheduled November 2014 ¶

DEBT SERVICE COSTS

Estimated biennial debt service	General Fund	Lottery Funds	Energy Savings	Campus paid debt service (Article XI-F bonds, SELP loans, Article XI-Q bonds, OUS revenue bonds)	Total
Agency Request					
Governor's Recommended					
Legislatively Adopted					

¶
Energy savings for SELP loans (assumptions and calculation): ¶

¶
Debt service assumptions (number of years, estimated interest rate): ¶

¶
Revenue sources for campus paid debt service: ¶

Example: tuition surcharge, student building fee revenues, energy savings, tenant rents, housing and dining fees, athletics revenues, general campus funds, federal revenue for Build America Bonds, local property taxes. ¶

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page

OUS/COMMUNITY COLLEGE MAJOR CONSTRUCTION/ACQUISITION PROJECT NARRATIVE

INSTRUCTIONS

PLEASE COMPLETE PROJECT NARRATIVE FOR EACH CAPITAL, DEFERRED MAINTENANCE, RENEWABLE ENERGY, AND SYSTEMWIDE PROJECT. COMPLETE A SEPARATE NARRATIVE FOR EACH FINANCING AGREEMENT

The project narrative form can exceed one page if necessary to provide the required information.

Space-1	Campus	Identify on which campus the project is located.	
Space-2	Schools/Departments Affected	Identify the academic and/or department unit or units that will be served by the project	
Space-3	Project name	Enter the name of the project as it should appear in the capital construction or bond bill	
Space-4	Estimated start date	Enter the date the project is expected to begin.	
Space-5	Estimated completion date	Enter the date the project is expected to be completed.	
Space-6	Project type	Check all categories that apply to the project	
Space-7	Project summary	Describe the project generally, indicating what is being proposed and why.	
Space-8	Facilities detail	Describe the work to be conducted, including the type of construction, the number of stories and square feet, the type and number of components (classrooms, offices, labs, etc), number of acres if property acquisition is part of the project.	
Space-9	Estimated project cost	Enter the total estimated project cost	
Table-1	Funding request	Enter the requested funding by revenue source. Include financing agreements in OUS revenue bonds and describe the financing mechanism in the "Source of matching funds" space. Note: 10 year pro-formas will be requested for all self-supporting projects.	
Space-10	Cost per net usable square feet	Calculate the per square foot cost of usable square feet added or renovated	
Space-11	Source of matching funds/financing agreements	Describe the sources and amounts of all funds that will be used to match Article XI-G matching funds or used in financing agreements. Indicate how much of the revenues are in hand.	
Space-12	Additional required project funding	Enter the amount and source of any remaining project funding (e.g., the difference between the amount of funding requested from the state and Article XI-G matching funds and the total project cost)	
Table-2	Estimated biennial debt service	Enter the estimated amount of debt service on requested debt in table 1. General Fund includes debt on Article XI-G bonds, seismic grants, SELP loans, and some Article XI-Q bonds. Lottery Funds includes debt on Lottery Bonds. Energy Savings includes estimated energy savings generated from SELP loan projects. Campus paid debt service includes amounts paid on projects that are wholly or entirely self-support projects	
Space-13	Energy savings for SELP loans	Enter the assumptions used to estimate energy savings for SELP loans and show the calculation on how the amount was determined.	
Space-14	Debt service assumptions	Enter the assumed payback period and interest rate for calculation of debt service amounts. If separate assumptions are used for different debt instruments, indicate the assumptions for each type of debt. Describe any non-standard terms anticipated in the financing.	
Space-15	Revenue sources for campus paid debt service	Identify all sources anticipated for use in re-payment of self-support bonds.	