

# Recruitment and Search Services for Fundraising and Other Advancement Professionals

## Request for Qualifications (RFQ) No. 23101

To Establish a Qualified Pool of Search Firms with  
Expertise in Fundraising and Advancement Recruitments  
and Hires

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(with a copy to) [contract@pdx.edu](mailto:contract@pdx.edu)  
Date Issued: September 20, 2013

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### RFQ Proposal Deadline for Receipt by PSU Contracting and Procurement Services

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**Day/Date:** October 2, 2013  
**Time:** 3:00 P.M.  
**Location/Address:** Portland State University  
Contracting and Procurement Services  
(UPS, FED-X, and hand delivery) 1600 SW Fourth Avenue, Suite 260  
Portland, OR 97201  
  
**Mailing Address (UPSP):** Portland State University  
Contracting and Procurement Services  
PO Box 751 –FAST-CAPS  
Portland, OR 97207-0751

*PSU promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.*

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**SCHEDULE OF EVENTS**

**These dates are for reference only; PSU may change these dates at its discretion. PSU will post any changes to scheduled dates on the OUS website: <http://www.ous.edu/about/bid> .**

Issue RFQ to potential proposers	September 20, 2013
Deadline for proposer inquiries, request for changes or protest of specifications	September 25, 2013
Deadline for PSU to respond to proposer inquiries and/or protest of RFQ specifications and/or contract terms and conditions	September 27, 2013
<b>Proposals due*</b>	<b>October 2, 2013</b>
Evaluation period, ending	October 9, 2013
Anticipated notice(s) of intent to award	October 11, 2013
Deadline to protest award(s)	<b>Seven (7) <u>calendar</u> days <u>after</u> date of intent to award</b>
Anticipated date of contract(s) execution (no later than)	October 18, 2013

**\* Proposals must be received by the PSU Contracting and Procurement Services office no later than 3:00 p.m. local time on this date.**

## **INTRODUCTION**

This Request for Qualifications is to establish a Qualified Pool of search firms that specialize in filling fundraising and other advancement positions. Firms accepted into the pool are prequalified to provide search services to Portland State University in the future as needs arise.

Acceptance into the Qualified Pool only signifies prequalification and does not obligate PSU to issue a contract. Contracts will be issued on a case by case basis as need occurs. The Qualified Pool process was designed to create a group of vendors who are prequalified to do the work described in the RFQ. As needs occur, departments can request a list of those vendors who have prequalified and they may choose to contract with a vendor based on factors such as interviews, specific experience, cost, and availability, etc. Work will be commissioned using a Task Order.

## **BACKGROUND**

Portland State University (PSU or University) is located in downtown Portland, Oregon and is part of the public Oregon University System. Nearly 29,000 students attended classes at PSU in the fall of 2012, supported by approximately 4,250 faculty and staff.

The University's innovative approach to education combines academic rigor in the classroom with field-based experiences through internships and classroom projects with community partners. The University's 49-acre downtown campus exhibits Portland State's commitment to sustainability with green buildings, while many of the 124 Bachelor's, Master's, and Doctoral degrees incorporate sustainability into the curriculum. PSU's motto, "Let Knowledge Serve the City," inspires the teaching and research of an accomplished faculty whose work and students span the globe. PSU serves the entire state, although its influence predominates in the six-county Portland metropolitan area.

PSU's mission is to enhance the intellectual, social, cultural and economic qualities of urban life by providing access throughout the life span to a quality liberal education for undergraduates and an appropriate array of professional and graduate programs especially relevant to metropolitan areas. The University conducts research and community service that support a high quality educational environment and reflect issues important to the region.

University Advancement, comprised of Development and Alumni Engagement, seeks to promote and generate support for this mission. Portland State is currently conducting three fundraising campaigns for scholarships, the Viking Pavilion, and the expansion of School of Business Administration's facilities. University Advancement is ramping up its staffing and expects to continue to do so for the foreseeable future.

To assist with the additional hiring, PSU may engage the services of a firm or firms specializing in higher education fundraising search services. The search firm(s) will assist PSU in conducting searches for higher education advancement staff. PSU requests qualified firms with a proven track record to submit proposals for search services to the University.

## **SCOPE OF WORK**

Portland State University desires to establish a Qualified Pool of search firms that specialize in the recruitment process for filling advancement/fundraising positions. PSU requests that the proposed service follow the traditional pattern of searches and may include, but not be limited to, interviewing stakeholders, facilitating the creation or redefining of the position description, refining desired qualifications, drafting criteria for selection, and creating a position announcement. The firm would actively recruit appropriate talent for open positions. In some cases the search firm might work closely with the University's search committee to conclude the search with the successful hiring of the finalist candidate or searches may consist of just the recruitment phase.

Additional activities are anticipated to include generating an initial pool of candidates by placing advertisements in appropriate venues and publications and targeted outreach to generate applications and nominations. All applications for consideration will be directed to the search firm for initial screening. The selected firm will acknowledge receipt of the applications and assist with documentation required as part of the PSU human resources procedures.

Using their expertise and through pre-qualification interviews the search firm staff will evaluate the candidates and present the credentials of the top candidates to the committee. The firm may be asked to assist the Committee in further narrowing the pool to a smaller group of semifinalists; conduct necessary background and other reference checks on the semifinalists and assist in the final candidate selection, as appropriate, including assisting with the transition of candidate to employee. Please include in your proposal the "Proposed Search Work Plan" that your firm will employ in a typical search conducted for PSU. Please include target timelines for beginning and completion of a typical search. The aforementioned process constitutes the anticipated steps in a typical fundraiser recruitment process and the search firm's associated tasks.

Please include in your proposal what measures your firm would take in the event that during a search, a suitable candidate has not been identified, and your firm anticipates exceeding the agreed upon budget to complete the search. Also please address in your proposal what steps your firm would take if a candidate is hired by PSU at the conclusion of a search conducted by your firm, but then leaves the position within one year. Please include in your proposal any guarantee(s) your firm provides in relation to your services. PSU is an equal opportunity employer. Please describe in your proposal the efforts your firm would undertake to insure that the University has a diverse pool of applicants from which to make a decision.

Please also describe how your firm will aggressively manage administrative and travel costs, and ensure the agreed upon budget for each search conducted is not exceeded. Travel expenditures, including but not limited to, airfare, lodging, meals, and ground transportation, must fall within the policy per diem guidelines of the Oregon University System and/or Portland State University. When available, lodging must be procured at the University Place Hotel. Exceptions to the travel policy and University Place lodging requirement may be granted in writing by Portland State University at Portland State University's sole discretion.

### **Other conditions**

The selected search firm agrees that it will never proactively recruit any individual hired by Portland State University as a result of the search efforts conducted for PSU. Should any individual recruited by PSU as described above become a candidate on their own initiative in a search assisted by the search firm, the firm will not process their candidacy without the permission of an appropriate officer of the University.

## REQUIRED QUALIFICATIONS

Due to the scope of work and the nature of the Qualified Pool the minimum required qualifications are as follows:

- The firm has conducted successful candidate searches for fundraising and other advancement professionals
- The firm employs staff with expertise in higher education advancement / fundraising recruitment
- The firm has served higher education clients
- The firm has been in business for a minimum of three years
- The firm has a proven track record of supporting diversity and inclusion

## MANDATORY REQUIREMENTS

Only those Proposals meeting the Minimum Mandatory Requirements of this RFQ will be deemed responsive to this RFQ. Those Proposals which have been deemed responsive shall be evaluated based on the following evaluation criteria:

1. **Proposal summary, level of experience, and qualifications of your firm with academic advancement searches:** Provide a summary of your proposal. Include a brief history of your firm, a short biography of the lead or primary person(s) likely to service PSU, and a description of the services your firm will provide to PSU. Describe how the qualification and experience of your firm with higher education advancement/fundraising searches best meet the requirements of this RFQ.
2. **Price in relation to services:** Provide a detailed description of the fees for your services, which at minimum follow the traditional pattern of assisted fundraiser searches, beginning with campus focus groups, guiding the process through final placement, and that aligns with your firm's "Proposed Search Work Plan." Also, your proposal must include how your firm will charge PSU for travel, administrative, and other expenses related to the search. Please provide a sample cost budget for the work detailed in your "Proposed Search Work Plan." Your budget should include all costs that would be associated with your services for conducting a typical full search as well as costs associated with conducting a recruitment-only service according to your firm's "Proposed Search Work Plan."
3. **References:** Provide three (3) references of higher education clients for whom the respondent's firm has provided services. It is a strong preference that at least one of these clients is from an Oregon University System campus or office. PSU, at its sole discretion, will determine which references to contact and the total number of references that will be contacted. PSU, at its sole discretion, may gather any additional information or contact any additional references relating to the respondent's proposal and may utilize this information in evaluating the proposal
4. **Diversity and equity:** Describe how your firm is committed to ensuring diversity and equity in the workforce, including opportunities for minority, women and emerging small businesses. Please provide a summary of your firm's policies on diversity and equity, and include any past examples of providing small business opportunities and partnerships. Include any proposed utilization of minority or women businesses on this project.

## EVALUATION AND SELECTION

PSU shall review all submitted proposals to determine if the qualifications set forth in the RFQ have been met. If the firm meets the qualifications, PSU will send a letter of acceptance as a participant into the Qualified Pool. If the firm does not meet the qualifications, PSU will send a letter of rejection including the grounds for rejection and a statement of the appeal rights and deadlines pursuant to OAR 580-061-0130. Acceptance into the Qualified Pool does not entitle the participant to the award of a Contract.

PSU departments may use a Qualified Pool to make direct appointments, obtain quotes, conduct interviews, or request presentations depending on the nature and requirements of the departmental project.

### The Evaluation Process

All proposals received by the due time and date will be reviewed by PSU. Proposals which are not received by the deadline will not be reviewed by PSU. PSU will determine the extent to which the proposals conform to the specifications set forth herein and will be evaluated according to criteria in this RFQ. The following process will be used:

- a. Proposals will be evaluated for completeness and compliance with the requirements of this RFQ. PSU reserves the right to reject those proposals that are incomplete. PSU also reserves the right to waive what are, in PSU's judgment, minor informalities or discrepancies. Proposals considered complete will be evaluated to determine if they comply with the administrative, contractual and technical requirements of the RFQ. If the proposal is unclear, proposers may be asked to provide written clarification if it is in the best interest of PSU to do so. PSU reserves the right to reject those proposals that do not meet all requirements.
- b. Proposers may be invited to make a presentation in support of the proposal. Such presentations will be at the sole discretion of PSU.
- c. PSU's findings will be summarized and the summary and award recommendation(s) will be forwarded to PSU Contracting and Procurement.
- d. The PSU Contracting and Procurement Department will review and approve the recommendation for awards and will notify all respondents of the results.

Based on the quality of responses received, PSU shall make a determination as to how many firms are selected for the Qualified Pool. Rank of the RFQ responses shall be based on the following criteria:

Proposal Summary	10 points
Qualifications and Experience	40 points
Pricing	20 points
References	15 points
Diversity and Equity	15 points
<b>Total</b>	<b>100 points</b>

## INSTRUCTIONS TO PROPOSERS

All Proposals submitted in response to this RFQ are subject to the provisions and requirements of the applicable Oregon Revised Statutes (ORS), the applicable Attorney General's Model Public Contract Rules and the Administrative Rules of the Oregon University System.

1. **Right to Reject:** PSU reserves the right to cancel or reject this RFQ, and any or all Proposals received as a result of this RFQ upon finding that it is in the public interest to do so.
2. **Preparation Costs:** PSU shall not be liable for any costs incurred by proposers in the preparation of proposals to this RFQ, including any meetings and demonstrations that may be required or requested.
3. **Questions or Requests For Clarification/Change:** All requests for changes or clarifications regarding technical information, procedural requirements, contractual requirements or other issues must be submitted, in writing, and received no later than the date and time listed in the Schedule of Events to the name and address listed on the cover page of this RFQ. Proposers must note that PSU is not allowed to consider exceptions to the specifications or terms and conditions after the deadline for which to do so has passed. If you have an exception or a concern with anything in this RFQ, you must raise that issue, in writing, which must be received by the deadline date for Requests for Changes, listed in the Schedule of Events.

PSU reserves the right to reject proposals from respondents that raise any objections to the terms and conditions of this RFQ after the deadline date for requests for changes. Proposers' proposed agreements, including proposed supplemental terms and conditions may be considered by PSU in its sole discretion, pursuant to paragraphs 7 and 18 below.

PSU will consider all protests and requested changes and, if reasonable and appropriate, amend this RFQ.

Envelopes or emails or faxes containing requests for change or protest of RFQ requirements or contract provisions shall be marked as follows:

- RFQ Specification (or Contract Provisions) being questioned;
  - Request for Change (or Protest);
  - RFQ Document Number; and,
  - Date Submitted.
4. **Submittal Location:** Requests for RFQ specification or contract provision change, protest or clarification must be submitted to the following email address: [contract@pdx.edu](mailto:contract@pdx.edu) or by mail or hand delivery to the solicitation officer identified in this document. Any such requests sent to anyone but this person will not be considered. Such requests may be submitted via facsimile or email, or first class mail, provided the method of transmission provides for a return receipt to sender.
  5. **Change or Modification Addenda(s):** Any change or clarification to the specifications or the procurement process or to the terms and conditions of the contract will be issued in the form of an Addendum to this RFQ and will be made available to all proposers. Only documents issued as addenda by the PSU Office of Business Affairs, Purchasing & Contracting Office will serve to change this RFQ in any way. No other direction received by the proposer, written or oral, serves to change this RFQ document.

Proposers are not required to return addenda with their RFQ proposal. However, proposers are responsible for making themselves aware of and obtaining and incorporating any changes made in any

addenda issued into their final proposal. Failure to do so may cause the proposer's proposal to be rejected.

6. **Proposal Preparation and Submission:** Proposals to the RFQ shall be of sufficient length and detail to demonstrate that the proposer has a thorough understanding of the services requested and of the PSU environment.

Proposers shall submit **ONE (1) ORIGINAL** of all proposal pages and **six (6) photocopies** of the same pages which shall be transmitted in a manner so that it is received by the PSU Purchasing and Contracting Office by the RFQ Proposals Due date to the location listed on the cover of this RFQ. The original proposal shall be marked "ORIGINAL". **ORIGINAL** pricing proposal and **five (5) photocopies** of the pricing proposal must be submitted in a similar manner. Failure to comply may result in rejection of the proposal as non-responsive to the requirements of the RFQ.

Proposals shall be prepared in printed form, not handwritten, and shall be signed in ink by an authorized representative of the Proposer. The person signing the RFQ shall initial alterations or erasures, in ink. The original proposal submitted by a proposer must bear an original signature. Failure to submit a proposal bearing an original signature will result in rejection of the proposal. No oral, telegraphic, telephone, e-mail or facsimile proposals will be accepted. Proposals, including pricing, **must not be submitted in three ring binders** or with any binding that cannot be easily removed. Comb binding or large clips are acceptable. It is also recommended that proposals be printed on 100% recycled paper. Proposals must not include any tabbing or glossy paper, must be printed two sided, and it is recommended that graphics be kept to a minimum. Only those graphics essential to the proposal should be included. Respondents must also submit an electronic copy of the complete Proposal on one CD in a pdf format, and the Pricing Proposal on a separate CD in a Microsoft Excel format. A presentation formatted in Power Point will also be accepted. Each CD should be clearly marked with the respondent's company name and identified as "Proposal" and "Pricing Proposal". Respondents must include a cover sheet that identifies the company name, the company's primary and secondary contact person's name for the proposal, primary and secondary person's email, phone and fax number and company's web address. **PSU, in its sole discretion, may determine that a proposal is non-responsive if the proposal and pricing are not submitted as required, including separate CD's, in the required identified format.**

Proposals must be submitted in a sealed package(s) or envelope(s). To ensure proper identification and handling, all package(s) or envelope(s) must be clearly marked with the RFQ Number and the date and time RFQ proposals are due. **Pricing information must be submitted at the same time in a separate sealed package**, and must be clearly marked "Pricing Proposal", with the name of the vendor submitting the proposal clearly identified on each page of the pricing proposal. **Six (6) copies** of the pricing proposal must be submitted. Pricing information must not be included with the rest of the proposal in any manner whatsoever. **Failure to completely separate pricing from the rest of the proposal may result in rejection of the proposal.**

**Section 4: Proposal Certification, must bear an original signature and be submitted in its entirety. Failure to comply may result in the rejection of the proposal.**

Proposals and pricing information must be received and time-stamped by the PSU Purchasing & Contracting Office (unless otherwise specified) prior to the scheduled RFQ Proposals due date and time listed in the Schedule of Events of this RFQ. **Late Proposals or modifications will be rejected.**

Proposers should note that PSU has an internal campus mail system which is used to distribute all U.S. mail sent to PSU. This internal mail system sometimes experiences delays in distributing mail to campus



departments and, upon rare occasion, loses mail intended for campus departments. Thus, proposers using the U.S. mail to submit their proposals do so at their own risk.

Proposers must complete all applicable information and provide all information requested in the RFQ. Failure to comply may be grounds for proposal rejection.

Proposer shall also name its contract administrator, by stating the name, title and phone number of the person who is assigned the responsibility of answering questions and resolving problems for proposer.

7. **Public Records:** This RFQ and one copy of each original proposal received in proposal to it, together with copies of all documents pertaining to the Award of a Contract, shall be kept by PSU and shall be open to public inspection. If a proposal contains any information that is considered a trade secret by the proposer under ORS 192.501(2), each sheet of such information must be clearly marked with the following:

**"This data 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."**

The Oregon Public Records Law, ORS 192.501(2), exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies "unless the public interest requires disclosure in the particular instance." Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law.

Pricing information cannot be labeled a trade secret and must be open to public inspection. Proposers are requested to mark only specific pages or text in their proposal considered a "trade secret" under Public Records Law. Proposals in which the entire document is marked or otherwise identified in its entirety as confidential or a "trade secret" will be rejected.

8. **Information Submitted:** Proposers are cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories, and that PSU is under no obligation to solicit such information if it is not included within the proposal. Failure by the proposer to submit such information may cause an adverse impact on the evaluation of the proposal, including rejection of the proposal as non-responsive.
9. **Investigation of References:** PSU reserves the right to investigate the references and the past performance of any Proposer with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of suppliers, sub-contractors, and workers. PSU may postpone the award or execution of the contract before or after Notice of Intent to Award to complete its investigation. PSU reserves the right to reject any proposal or to reject all proposals at any time prior to PSU's execution of a contract in the event proposer's reference checks prove unsatisfactory.
10. **Consideration of Past Performance:** PSU reserves the right to consider past performance, historical information and fact, whether gained from the proposer's proposal, question and answer conference, references, or any other source in the evaluation process.
11. **Reservation of Rights:** PSU has and reserves the right to refuse to enter into a contract if PSU, based upon reasonable grounds, determines that the interests of PSU would not be served. Specifically, this right may be exercised if PSU does not believe that a given proposer can perform a contract, or for any reason set forth in Oregon Administrative Rules. PSU, at its option, may give the proposer notice, specifying the grounds for rejection, and allow the proposer 15 calendar days to respond in writing.

Following such response, PSU, in its sole discretion may reject the proposal as provided in the referenced administrative rules.

12. **Post-Selection Review & Finalists:** Unless this RFQ is canceled, after PSU opens all timely-received Proposals, PSU will evaluate all proposals in accordance with the evaluation criteria set forth in this RFQ. PSU may rank the proposals to determine the “finalist” proposers. Finalists will be those highest-ranked responsive, responsible proposers after evaluation of the proposals according to the evaluation and selection criteria in the RFQ, and applicable statutes and administrative rules. At its sole discretion, PSU may invite finalist proposer(s) to visit PSU in person for a presentation.

PSU reserves the right to select the proposal(s) based on the evaluation criteria and scores identified in the RFQ. In the event that finalist proposal(s) do vary significantly, PSU reserves the right to conduct discussions with the finalist proposer(s), to accept best and final offers from those finalist(s), and to negotiate changes.

After receiving the evaluation summary PSU Purchasing & Contracting Office will name one or more apparent successful proposer(s) and announce its Intent to Award to one or more of these proposer(s). Identification of the "apparent successful proposer" is procedural only and creates no right in the named proposer to award of the contract. All competing proposers shall be notified in writing of PSU's Intent to Award and the identity of the apparent successful proposer and shall be given seven (7) calendar days to review the RFQ file and evaluation report in the PSU Purchasing & Contracting office. Any questions or concerns about, or protests of, the evaluation process must be in writing and must be delivered to and received by the PSU Purchasing & Contracting office within seven (7) calendar days after the date of the letter of Intent to Award identifying the apparent successful proposer(s).

Within a reasonable time following the end of this seven (7) day protest period, PSU will consider all protests received, if any, and:

- Reject all protests and proceed with final evaluation of the apparent successful proposer(s) and, pending the satisfactory outcome of this final evaluation, enter into a contract with the apparent successful proposer or proposers; OR
- Sustain a meritorious protest(s) and reject the apparent successful proposer(s) as non-responsive, if such proposer(s) is unable to demonstrate that its proposal(s) complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, PSU may name a new apparent successful proposer or proposers; OR
- Reject all proposals and cancel the procurement.

13. **Best and Final Offer:** Pursuant to OAR 580-061-0155, PSU reserves the right to select the vendor that, in the collective opinion of the evaluation committee, offers the best overall benefit, convenience, functionality and service at the best-value cost to PSU. PSU reserves the right to conduct discussions with the finalist proposers, to accept best and final offers from those finalists, and to negotiate changes, if it's in PSU's best interest to do so.

14. **Negotiation of Final Contract:** PSU has found that limited negotiation of the proposed contract is sometimes required to effect a successful procurement because of their experience that proposers may desire to include in the final contract certain supplemental terms and conditions from the proposers' software license agreements, maintenance contracts, technical support agreements and other similar documents. Such negotiation may occur at PSU's discretion.

15. **Negotiable Terms and Conditions:** At such time as the disposition of any protests has been completed, PSU reserves the right to negotiate specific terms of the contract including, but not limited to: indemnification, confidentiality, intellectual property ownership and license provisions, and limitation of liability provisions, with the successful proposer(s) prior to contract execution. Proposers should note that any such negotiation shall be minimal, and should be expedited and completed by the anticipated Contract Execution Date listed in the Schedule of Events. Failure of the selected proposer(s) to execute a contract by the Contract Execution Date may result in cancellation of the award. This time period may be extended at the sole discretion of PSU.
  
16. **Proposer Agreements and Supplemental Terms and Conditions:** Proposers may submit proposed supplemental agreement terms and conditions of any form (contracts or documents) that the proposer desires to be incorporated as part of the contract. By accepting delivery of these items, PSU is not bound to accept them or incorporate them as part of an ensuing contract. While PSU will not consider proposers' supplemental terms and conditions that materially conflict with the provisions of this RFQ, at PSU's sole discretion, PSU may choose to consider and negotiate the inclusion of terms and conditions contained in such proposer agreements and contracts or documents reasonably related to this RFQ as supplemental to PSU's Standard Terms and Conditions contained in this RFQ. If the parties do not agree on the inclusion of the supplemental terms and conditions, PSU may: 1) enter into a contract with the apparent successful proposer without incorporating the terms and conditions submitted by the proposer; or (2) the submission will be considered non-responsive and PSU may enter into a contract with another responsive proposer. Any respondent that desires to have terms and conditions negotiated must submit the terms and conditions that are to be considered for negotiation at the time of submission of the proposal. PSU will not consider any terms and conditions that are not submitted with the proposal.

**PROPOSER CERTIFICATION**

**EACH PROPOSER MUST READ AND COMPLY WITH THE FOLLOWING SECTIONS. FAILURE TO DO SO MAY RESULT IN PROPOSAL REJECTION.**

**SUBSECTION I: CERTIFICATION OF COMPLIANCE WITH TAX LAWS**

As required by ORS 305.385(6), I, the undersigned duly authorized representative of the proposer, hereby certify under penalty of perjury that the proposer is not, to the best of my knowledge, in violation of any of the tax laws described in ORS 305.380(4).

**SUBSECTION II: FINANCIAL RESPONSIBILITY**

PSU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the apparent successful proposer's financial responsibility to perform the contract. Submission of a signed proposal shall constitute approval for PSU to obtain any credit report information PSU deems necessary to conduct the evaluation. PSU shall notify the apparent successful proposer(s), in writing, of any other documentation required, which may include, but need not be limited to, recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information, etc. Failure to promptly provide this information may result in proposal rejection.

PSU may postpone the award or execution of the contract after announcement of the apparent successful Proposer(s) in order to complete its investigation and evaluation. Failure of an apparent successful proposer to demonstrate financial responsibility, as required under OAR 580-040-0275 shall render the proposer non-responsible and shall constitute grounds for proposal rejection, as required under OAR 580-040-0275.

The undersigned agrees and certifies that he/she:

1. Has read and understands all bid (proposal) instructions, specifications, and terms and conditions contained herein (including any attachments listed in this document);
2. Is an authorized representative of the proposer, that the information provided in this proposal is true and accurate, and that providing incorrect or incomplete information may be cause for proposal rejection or contract termination;
3. Is bound by and will comply with all requirements, specifications, and terms and conditions contained herein;
4. Will furnish the designated item (s) and/or service(s) in accordance with the RFQ, proposal and the agreement; and
5. Proposer will provide/furnish federal tax ID, federal employee identification number or social security number with proposal submission.

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**SUBSECTION III: SIGNATURE BLOCK**

Signature of Proposer's duly authorized representative for (Contractor)

\_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tax ID / Federal Employer Identification Number (FEIN): \_\_\_\_\_

An authorized representative of the Proposer must sign this Proposal as well as initial any alterations or erasures in ink.

## **PSU STANDARD CONTRACT TERMS & CONDITIONS**

*(The following terms and conditions will govern the agreement entered into by Contractor and PSU, resulting from this RFQ.)*

**1. DEFINITIONS:**

“Agreement” or “Contract” means the entire written agreement between the parties, including but not limited to any Work Order and any subsequent change notices. “Contractor” means a person or organization with whom PSU has contracted for the purchase of goods or services. The terms “Contractor” and “Seller” as used in the Uniform Commercial Code (ORS Chapter 72) are synonymous. “ORS” means Oregon Revised Statutes. “PSU” means the State of Oregon acting by and through the State Board of Higher Education on behalf of Portland State University, making the purchase and is synonymous with “Buyer” as used in ORS Chapter 12. “PSU” also means another Oregon Public agency if the purchase is being made under a cooperative purchasing program as authorized by ORS 190.240.

**2. ACCESS TO RECORDS:**

Contractor shall maintain all records pertinent to this agreement in such a manner as to clearly document Contractor’s performance. Contractor acknowledges and agrees that PSU, the Oregon Secretary of State’s Office, federal government, and their duly authorized representatives shall have access to such fiscal records and other books, documents, paper, plans and writings of Contractor that are pertinent to this Agreement to perform examination and audits and make excerpts and transcripts. Contractor shall retain and keep accessible all such records 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 agreement, or until the conclusion of any audit, controversy or litigation arising out of or relating to this agreement, whichever date is later.

**3. AMENDMENTS:**

The terms of this agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever without the prior written approval of PSU..

**4. APPROVALS:**

No work shall commence under this agreement until the agreement has been approved and signed by all parties.

**5. ASSIGNMENT/SUBCONTRACT:**

Contractor shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this agreement, in whole or in part, without the prior written approval of PSU. No such written approval shall relieve Contractor of any obligations of this agreement, and any transferee or subcontractor shall be considered the agent of Contractor. Contractor shall remain liable as between the original parties to the agreement as if no such assignment had occurred.

**6. BREACH OF AGREEMENT:**

If Contractor breaches any of the provisions of this agreement, PSU reserves the right to cancel this agreement effective immediately upon written notice to Contractor. Contractor shall be liable for any and all damages, including incidental and consequential damages, suffered by PSU as the result of Contractor’s breach of agreement. PSU shall also have any and all remedies provided under the Uniform Commercial Code (ORS chapter 72) in the event of breach of agreement by Contractor.

**7. CAPTIONS:**

The captions or headings in this agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this agreement.

**8. CASH DISCOUNT:**

If PSU is entitled to a cash discount, the period of computation shall commence on the date the entire order is delivered or the date the invoice is received, whichever is later.

**9. COMPLIANCE WITH APPLICABLE LAW:**

Contractor shall comply with all federal, state, and local laws, codes, regulations and ordinances applicable to the goods to be purchased and the work to be done under this Agreement. Contractor shall comply with the Americans with Disabilities Act of 1990 (Public Law No. 101-336), Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, ORS 659.425, and all regulations and administrative rules established pursuant to the laws. Failure to comply with such requirements shall constitute a breach of Agreement and shall be grounds for agreement cancellation. Damages or costs resulting from noncompliance shall be the sole responsibility of Contractor.

**10. CONFIDENTIAL INFORMATION:**

Contractor acknowledges that it and its employees or agents may, in the course of performing their responsibilities under this contract, be exposed to or acquire information that is confidential to PSU or the State of Oregon. Any and all information of any form obtained by Contractor or its employees or agents in the performance of this contract shall be deemed confidential information of PSU and of State ("Confidential Information"). Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to copy, reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than in the performance of the contract, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. Contractor agrees that Contractor will not at any time during or after the term of this contract disclose, directly or indirectly, any Confidential Information to any person, and that upon termination of this contract, or at PSU's request, Contractor will turn over to PSU all documents, papers and other material in Contractor's possession which contain Confidential Information.

**11. CONFLICT OF INTEREST:**

Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this agreement no person having any such interest shall be employed by Contractor.

**12. CONSIDERATION:**

The consideration paid in this agreement represents the total amount of remuneration for goods and services.

**13. DEFAULT:**

PSU by written notice of default (including breach of agreement) to Contractor may terminate the whole or any part of this Agreement: (a) If Contractor institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis; or (b) If Contractor no longer holds a license or certificate that is required for Contractor to perform services under the contract, and Contractor has not obtained such license or certificate within ten (10) business days after delivery of PSU's notice; or (c) If Contractor fails to provide services or materials called for by this agreement within the time specified herein or any extension thereof; or (d) If Contractor fails to perform any of the other provisions of this Agreement or fails to pursue the work so as to endanger performance of this Agreement in accordance with its term and, after receipt of written notice from PSU, fails to correct such failures within 10 days or such longer period as PSU may authorize. The rights and remedies of PSU provided in the above clause related to defaults (including breach of agreement) by Contractor shall not be exclusive and are in addition to any other rights and

remedies provided by law or under this agreement. Contractor shall be liable for any and all damages, including incidental and consequential damages, suffered by PSU as the result of Contractor's breach of agreement. In the event of repeated breach of public and/or private contracts, Contractor shall be subject to possible disqualification as a bidder on future PSU contracts.

**14. DELIVERY:**

All deliveries shall be F.O.B. destinations with all transportation and handling charges being paid by Contractor. Responsibility and liability for loss or damage shall remain with Contractor until final inspection and acceptance, when responsibility shall pass to PSU except as to latent defects, fraud and Contractor's warranty obligations.

**15. ECONOMIC OPPORTUNITIES:**

Contractor shall, when applicable, have made good faith efforts to subcontract or establish joint ventures with or obtain materials to be used in performing the agreement from minority, women, or emerging small business enterprises.

**16. FORCE MAJEURE:**

Neither party to this agreement shall be held responsible for delay or default caused by fire, riot, acts of God and/or war which is beyond that party's reasonable control. PSU may terminate this Agreement upon written notice after determining such delay or default will reasonably prevent successful performance of the agreement. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under this agreement.

**17. FOREIGN CONTRACTOR:**

If 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 Oregon Secretary of State Corporation Division all information required relative to this agreement. Contractor shall demonstrate its legal capacity to perform under this agreement in the State of Oregon prior to entering into this agreement.

**18. GOVERNING LAW:**

This agreement 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, suit or proceeding (collectively "claim") between PSU and Contractor that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Multnomah County for the State of Oregon; provided, however, if a claim must be brought in a federal forum, then 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 AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

**19. INDEMNIFICATION:**

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 Agreement, 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 Oregon University System, the State Board of Higher Education, PSU, and their agencies, subdivisions, officers, employees and agents from all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature resulting from or arising out of, or relating to the activities or omissions of Contractor or its officers, employees, subcontractors, or agents acting under this agreement. Neither Contractor nor any attorney retained by Contractor shall defend a claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as a legal representative of the State of Oregon or any of its agencies,

without the prior written consent of the Oregon Attorney General. The State of Oregon may, at its election, assume its own defense and settlement.

**20. HOURS OF WORK:**

The Contractor shall comply with the Oregon Bureau of Labor and Industries rules pertaining to hours of work.

**21. INDEPENDENT CONTRACTOR:**

The services to be rendered under this agreement are those of an independent contractor. Contractor is not to be considered an agent or employee of PSU for any purpose and neither Contractor nor any of Contractor's agents or employees is entitled to any of the benefits that PSU provides for 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 agreement. This agreement is not intended and nothing contained herein shall be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association between PSU and Contractor, but is rather an agreement between independent parties, these being PSU and the Contractor.

**22. INSURANCE:**

Contractor shall secure at its own expense and keep in effect during the term of this agreement either comprehensive general liability insurance with broad form CGL endorsement or commercial general liability insurance with a minimum limit of \$1,000,000 per occurrence and auto liability insurance with a minimum limit of \$1,000,000 per occurrence. 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 Oregon State Board of Higher Education, the Oregon University System, Portland State University, and their officers and employees, shall be included as additional insureds in said insurance policy(ies). If any of the liability insurance is arranged on a "claims made" basis, tail coverage will be required at the completion of this agreement for duration of twenty-four (24) months.

**23. INSURANCE CERTIFICATION:**

Before Contractor commences work under this agreement, Contractor must furnish to the designated PSU Contracts Officer certificate(s) of insurance as evidence of the insurance coverage required by this Agreement, including workers' compensation. The certificate(s) shall provide that the insurance company will give a 30-day written notice to PSU's Contracts Officer before the insurance is canceled or materially changed.

**24. OWNERSHIP OF WORK PRODUCT:**

All work product of Contractor that results from this Contract ("Work Product") is the exclusive property of PSU. PSU and Contractor intend that such Work Product be deemed "work made for hire" of which institution shall be deemed the author. If for any reason the work product is not deemed "work made for hire", Contractor hereby irrevocably assigns to University all its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as PSU may reasonably request in order to fully vest such rights in PSU. 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.

**25. NO THIRD PARTY BENEFICIARIES:**

PSU and Contractor are the only parties to this agreement and are the only parties entitled to enforce its terms. Nothing in this agreement 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 the agreement.

**26. NONDISCRIMINATION:**

Contractor shall comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

**27. NOTICES AND REPRESENTATIVES:**

All notices, certificates, or other communications rendered shall be sufficiently given when delivered or mailed postage prepaid to the representatives of the parties at their designated places of business as follows: a) to PSU at its Purchasing and Contracting Office, as set forth on Page 1 of the solicitation document, and b) to Contractor as set forth on the Bid or Proposal Statement. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing. Any communication or notice delivered by facsimile shall be deemed to be given when satisfactory receipt of the transmission is generated by the transmitting machine. To be effective against PSU, such facsimile transmission must be confirmed by telephone notice to PSU's contracting representative. Any communication or notice by personal delivery shall be deemed to be given when actually delivered.

**28. PAYMENT:**

Payment for completion of PSU contracts are normally made within 30 days following the date the entire order is delivered or the date the accurate and complete invoice is received, whichever is later. After 45 days, Contractor may assess overdue account charges up to two-thirds of one percent per month (8% per annum) on the outstanding balance per (ORS 293.462).

**29. PAYMENTS REQUIRED:**

For all goods and services provided under this agreement, Contractor shall: (a) pay promptly, as due, all persons supplying labor or material; (b) pay all contributions or amounts due the industrial accident insurance provider from the Contractor or any subcontractors; (c) not permit any lien or claim to be filed or prosecuted against PSU therefore; and (d) pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

**30. PSU PAYMENT OF CONTRACTOR CLAIMS:**

If Contractor fails, neglects, or refuses to pay promptly, as due, any claim for labor or services furnished to the Contractor or any subcontractor by any person in connection with the goods, or services if applicable, provided under this agreement, PSU may pay such claim and charge the amount of the payment against funds due or to become due the Contractor under this agreement. The payment of a claim by PSU pursuant to this paragraph shall not relieve the Contractor or its surety, if any, from obligation with respect to any 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.

**31. RECYCLED PRODUCTS:**

Contractor shall use recyclable products to the maximum extent economically feasible in the performance of this agreement work set forth in this document.

**32. RETIREMENT SYSTEM STATUS:**

Contractor is not a contributing member of the Oregon Public Employees' Retirement System and will be responsible for any federal or state taxes applicable to payment under this contract. Contractor will not be eligible for any benefits from these contract payments of federal Social Security, employment insurance, workers' compensation or the Public Employees' Retirement System, except as a self-employed individual.

**33. SAFETY AND HEALTH REQUIREMENTS:**

Equipment and services supplied shall comply with all federal Occupational Safety and Health Administration (OSHA) requirements and with all Oregon safety and health requirements, including those of the State Workers' Compensation Department.

**34. SEVERABILITY:**

If any provision of this agreement 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 agreement did not contain the particular term or provision held to be invalid.

**35. SUCCESSORS IN INTEREST:**

The provisions of this agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

**36. TAX COMPLIANCE CERTIFICATION:**

Contractor hereby affirms, under penalty of perjury, as provided in ORS 305.385(6), that to the best of the Contractor's knowledge the Contractor is not in violation of any of the tax laws described in ORS 305.380(4).

**37. TAXES – FEDERAL, STATE & LOCAL:**

PSU will not be responsible for any taxes coming due as a result of this contract, whether federal, state, or local. It is agreed that the Contractor has anticipated these taxes and included them in the proposal.

**38. TERMINATION:**

a. This agreement may be terminated for convenience at any time by mutual consent of both parties, or by either party upon thirty (30) days notice in writing and delivered by certified mail or in person to the other party.

b. PSU may also terminate this agreement effective upon delivery of written notice to Contractor or at such later date as may be established by PSU under any of the following conditions:

- i) if federal or state regulations or guidelines are modified or changed in such a way that the materials or services are no longer allowable or appropriate for purchase under this agreement; or,
- ii) if PSU fails to receive funding, appropriations, limitations, allotments, or other expenditure authority as contemplated by the PSU budget or spending plan and PSU determines, in its assessment and ranking of the policy objectives explicit or implicit in the PSU budget or spending plan, that it is necessary to terminate this Agreement.

c. The rights and remedies of PSU provided in the above clause are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

**39. TIME IS OF THE ESSENCE:**

Contractor agrees that time is of the essence under this agreement.

**40. WORKERS' COMPENSATION:**

Contractor, its subcontractors, if any, and all employers providing work, labor or materials under this agreement are subject employers under the Oregon Workers' Compensation Law, and shall comply with ORS 656.017 which requires Contractor 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.

**41. MERGER:**

This agreement and any attached exhibits and appendices, the RFQ, any RFQ amendments and Contractor's proposal constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement.

**42. WAIVER:**

No waiver, consent, modification or change or terms of this agreement shall bind either party unless in writing and signed by both parties and all necessary PSU approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of PSU to enforce any provision of this agreement shall not constitute a waiver by PSU of that or any other provision.

**43. WARRANTIES:**

Unless otherwise stated, all goods shall be new and current model and shall carry full manufacturer warranties. Contractor warrants all goods delivered to be free from defects in labor, material and manufacture and to be in compliance with solicitation specifications. All implied or expressed warranty provisions of the Uniform Commercial Code (ORS chapter 72) are incorporated in this Contract. All warranties shall run to PSU.