

Date: December 2, 2013

RE: Information Management System (PCS# 264000-0002-AP)

Closing Date and Time: December 23, 2013, 5:00 pm PST

Dear Potential Respondent:

The State Board of Higher Education acting by and through the University of Oregon (University) is seeking information to use in negotiating the acquisition of an information management system for the University’s Office of International Affairs.

The vendor must be able to provide a full featured information management system that will include the specifications listed on Exhibit B.

For consideration, you must provide all requested information in accordance with the procedures set forth in this letter. Please do not respond exclusively by telephone or merely by sending marketing brochures. Please feel free to make suggestions, in addition to responding to the requirements of this letter. Respondent’s submittals must include the following:

* Cover letter summarizing your Response;
* Contact information, including name and title of primary contact, business name, address, telephone number and email address;
* Entity Verification (for entities other than sole proprietorships):
  + Evidence in the form of a Secretary Certificate (or equivalent documentation) that the individual submitting the Response is authorized to act for and bind the Respondent in all matters relating to the Response and possible subsequent contract. This type of written documentation is commonly in the form of a Secretary’s Certificate or Officer’s Certificate issued by the board or committee governing the entity. The written documentation, however, is not required to be in any particular form as long as it clearly shows the individual signing the Response has authority to bind the Respondent.
  + Evidence that Respondent (if not organized or incorporated in the State of Oregon), is in good standing in its state of organization or incorporation. This type of written documentation is commonly in the form of a certificate of good standing. The written documentation, however, is not required to be a certificate of good standing. For example: A corporation incorporated in Delaware could go to the Delaware Secretary of State’s website, perform a business entity search on itself, and submit with its Response a copy of the record retrieved from that site.
* Evidence of Respondent’s financial capability to meet the responsibilities to perform the contract which may include balance sheets, income statements, financial statements, independent financial compilation/review or other financial information whereby University can determine Respondent’s credit rating or financial capability.
* A firm resume and description of resources available to Respondent to perform under a contract awarded pursuant to this letter, including a list of key personnel who will be providing the services described in this letter. This list should contain each individual’s name, title, qualifications, areas of expertise, experience with projects of similar scope and nature, and concise business biography or resume;
* Evidence that Respondent has any and all licenses (including, but not limited to, software licenses) necessary for the work contemplated herein;
* Description of Respondent’s experience performing projects similar in type and magnitude to the subject of this letter. Respondent’s description must include a minimum of three (3) examples demonstrating the above experience and include work samples of similar projects (e.g. photographs, literature, schematics, report samples, etc.), including the client contact information. These clients may be contacted by University for an evaluation and assessment of the Respondent’s performance;
* Detailed description of procedures and other aspects of the working relationship expected between Respondent’s project manager and University's representative, Abe Schafermeyer, Director of International Student and Scholar Services;
* Proposed timeline with breakdown of time allocated for delivery of all deliverables, which Respondent would provide under a contract awarded pursuant to this letter;
* Itemized schedule of costs for individual items and hourly rates/fees (and overall total cost of work), which Respondent would provide under a contract awarded pursuant to this letter;
* **Completed and signed Representations, Certifications and Acknowledgements attached to this letter as Exhibit A -- If you do not sign the Representations, Certifications and Acknowledgements your Response will not be considered for award.**
* **Provide a completed Exhibit B, or attach documentation that responds to all the requirements listed on Exhibit B.**

Please submit your Response and direct any questions regarding this procurement to Abe Schafermeyer on or before December 23, 2013 at 5:00pm PST (Closing Date and Time) at the following address:

Abe Schafermeyer

Office of International Affairs

330 Oregon Hall, University of Oregon

Eugene, OR 97403

abe@uoregon.edu

Submission of a Response constitutes a firm, binding and irrevocable offer for a period of ninety (90) calendar days following the Closing Date and Time.

All Responses to this letter become the property of University. By submitting a Response to this letter, Respondent grants the University a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Response solely for the purpose of evaluating the Response, negotiating a contract, if awarded to Respondent, or as otherwise needed to administer the procurement process, and to fulfill obligations under Oregon Public Records Laws. Responses, including supporting materials, will not be returned to Respondent.

Responses to this letter will be retained by the University for a required retention period and made a part of a file or record that will be open to public inspection. If a Response contains any information that is considered a “trade secret” under ORS 192.501(2), you must mark each page containing such information with the following legend: “TRADE SECRET”.

The Oregon public records law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies “unless the public interest requires disclosure in the particular instance.” Non-disclosure of documents or any portion thereof or information contained therein may depend on official or judicial determinations made pursuant to law. An entire Response to this letter marked as “trade secret” is unacceptable, and the Response will be deemed available for disclosure to the public.

It will be at University’s sole discretion (i) to consider Responses submitted after the date set forth above, and (ii) to determine whether a Respondent’s submittals are sufficient to determine if that Respondent is responsible to perform under a contract awarded pursuant to this letter. University reserves the right to request further information as needed for clarification purposes.

Price will be one of many factors considered in any purchase. The factors considered are not limited to those addressed in this letter, the Responses to this letter, or any other inquiries the University might make and Responses it might receive. The University reserves the right to request information management system demonstrations, if in its sole discretion, the University determines that information management system demonstrations are in its best interest.

Once the University receives all information it wishes to obtain, it will evaluate the information and determine whether to negotiate with you. The University may negotiate with no vendors, one vendor, or more than one vendor. It is the University’s intent to purchase the information management system it deems, in its sole discretion, to provide the best value to the University, though the University may choose not to purchase any information management system.

The University is under no obligation to share additional information with you beyond that contained in this letter but may do so if the University, in its sole discretion, deems it advantageous.

It is hoped that the result of this process will be a binding contract between the University and a vendor which will include terms and conditions substantially set forth in the Personal Services Contract and the Personal Services Contract Standard Terms and Conditions found at: <http://pcs.uoregon.edu/content/forms>. If you have questions, concerns or proposed revisions to any of the terms and conditions contained in the Personal Services Contract, you must address those in your Response. If you do not address your questions, concerns or proposed revisions in your Response, the following terms and conditions in the Personal Services Contract will be non-negotiable and will not be subject to revision.

Thank you for your prompt attention to this letter and your interest in the University of Oregon.

Sincerely,

University of Oregon



**EXHIBIT A**

**Information Management System**

**PCS# 264000-0002-AP**

***(Must Complete, Sign and Submit with your Response by the Closing Date and Time)***

**REPRESENTATIONS, CERTIFICATIONS, AND ACKNOWLEDGEMENTS**

By submitting your Response to this letter, Respondent represents and warrants that:

1. Respondent has read all of the terms and conditions of this letter; Respondent understands that by signing below and submitting a Response, if awarded the contract, Respondent will be bound by the terms and conditions of this letter and its Response.

2. **Prices provided shall be firm for three (3) months after the Closing Date and Time**; and, if awarded the contract, Respondent must furnish any and all goods and/or services at the prices offered within the terms and time specified.

3. Respondent has the power and authority to enter into and perform the contract awarded as a result of this letter.

4. The individual signing for Respondent is authorized to execute this Response on behalf of Respondent.

5. Respondent is an independent contractor and not an employee, partner, or agent of University.

6. Respondent’s name, as it appears in this Response, is Respondent’s legal name, as it will appear in the Respondent’s W-9, and if Respondent is an entity rather than an individual that the entity named in this Response is validly-existing and in good standing.

7. Respondent has not discriminated against Historically Underrepresented Businesses (defined in OAR 580-061-0010) in obtaining any required subcontracts.

8. No officer, agent or employee of University has participated on behalf of University in preparation of the Response, that the Response is made in good faith, without fraud, collusion, or connection of any kind with any other respondent for the same work, and that the Respondent is competing solely on Respondent’s own behalf without connection with, or obligation to any undisclosed person or firm.

**Acknowledgment of Addenda**

By checking this box, Respondent acknowledges Respondent has received, reviewed, and agrees to the all terms and conditions added to this letter via any Addenda that were posted on the OUS website, under “Business Opportunities,” accessible at <https://secure.ous.edu/bid/>.

**Business Designation (check one):**

Corporation  Partnership  Sole Proprietorship

Governmental/Non-profit  Limited Liability Company

**Please indicate your Minority Women or Emerging Small Business (MWESB) Status:**

Women Owned  Self Report State Certified #

Minority Owned  Self Report State Certified #

Emerging Small Business  Self Report  State Certified #

None of the Above

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Above information must be provided prior to the Closing Date and Time for the Response to be considered responsive.**



**Exhibit B**

**System Requirements**

**Information Management System**

**PCS# 264000-0002-AP**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Response Attached and Labeled? (Y/N)** | **Response** |
| 1. **System Requirements** |  |  |
| 1. System will help the department comply with federally mandated responsibilities under Department of Homeland Security Student and Exchange Visitor Information System (“SEVIS”). | Click here to enter text. | Click here to enter text. |
| 1. System will be “SEVIS batch” system able to integrate a local database with the federal SEVIS database. | Click here to enter text. | Click here to enter text. |
| 1. System will be SEVIS II compliant. | Click here to enter text. | Click here to enter text. |
| 1. System will have an embedded “SEVIS RTI” system. | Click here to enter text. | Click here to enter text. |
| 1. System will have the ability to manipulate individual records within batch transactions. | Click here to enter text. | Click here to enter text. |
| 1. System will have SEVIS alert integration. | Click here to enter text. | Click here to enter text. |
| 1. System will be able to integrate with University’s existing Banner system | Click here to enter text. | Click here to enter text. |
| 1. System will have electronic form capabilities to be compatible with department’s commitment to go paperless. | Click here to enter text. | Click here to enter text. |
| 1. System will include .pdf document storage. | Click here to enter text. | Click here to enter text. |
| 1. System will be able to run standard reports, such as Open Doors, and provide statistical data. | Click here to enter text. | Click here to enter text. |
| 1. System will provide integrated e-mail services. | Click here to enter text. | Click here to enter text. |
| 1. System will have the ability to track international student, scholar, and employee data. | Click here to enter text. | Click here to enter text. |
| 1. System will be customizable and modular to fit the department’s needs. | Click here to enter text. | Click here to enter text. |
| 1. **Other Services and Features** |  |  |
| 1. The vendor must provide installation of the system, or work with University’s IT staff to coordinate installation of the system. | Click here to enter text. | Click here to enter text. |
| 1. The vendor must provide data migration services. | Click here to enter text. | Click here to enter text. |
| 1. The vendor must provide employee training and training for new users. | Click here to enter text. | Click here to enter text. |
| 1. The vendor must provide on-going technical support. | Click here to enter text. | Click here to enter text. |
| 1. **Potential Services and Features.** |  |  |
| * 1. If the System is hosted on Vendor’s servers, vendor will provide data back-up and system recovery services. | Click here to enter text. | Click here to enter text. |
| * 1. If system is hosted on vendor’s servers, vendor should provide unlimited storage space. | Click here to enter text. | Click here to enter text. |