**Request for Quotes – Personal Services**

RFQ for Sports Product Management Program Website

**(PCS#** 225000-0013-RFQ**)**

**Closing Date and Time:** Wednesday April 30, 2014 at 5:00 p.m. (Pacific Time)

**Contact:** Ellen Devlin

**Email:** ellens@uoregon.edu

**Department:** College of Business

**Address:** 70 NW Couch St.; Portland, Oregon 97209

**Submittal Instructions:** Enter the requested information onthe Request for Quotes (RFQ) form, print and sign it. Prepare your complete response, including the RFQ form and any additional documents. Submit the complete response via email, facsimile or US mail to the department contact noted above.

**General Information:** The State Board of Higher Education acting by and through the University of Oregon on behalf of the College of Business (“University”) is issuing this RFQ for the procurement of personal services as described in this RFQ. Use this form to submit your signed quote pursuant to the submittal instructions by the Closing Date and Time shown above. Additional documents may be included as part of the response, provide all documents in Word format. If you do not use this form your quote may be deemed non-responsive. **If you do not sign this Request for Quotes form or submit it to University by the Closing Date and Time, your quote will be deemed non-responsive and will not be considered for award**.

By providing a quote in response to this RFQ, Contractor agrees to the terms and conditions contained in this RFQ and further agrees to the Personal Services Contract Standard Contract Provisions found at <http://pcs.uoregon.edu/content/forms>. Any contract resulting from this RFQ will be subject to the Personal Services Contract Standard Contract Provisions. Quotes submitted that contain any exceptions or modification to the terms and conditions contained in this RFQ or the Personal Services Contract Standard Contract Provisions, may be deemed non-responsive by University in its sole discretion. If modifications to the Personal Services Contract Standard Contract Provisions are requested the sections and specific modifications must be provided. Separate terms to replace the Personal Services Contract Standard Contract Provisions in its entirety will not be considered.

Quotes submitted in response to this RFQ will be retained by the University for the required retention period and made a part of the 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), 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 RFQ marked as “trade secret” is unacceptable, and all parts of such quote will be deemed available for public disclosure.

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**Anticipated Term:**

[ ]  If checked, it is anticipated that the term of the contract awarded under this RFQ, will be for a 1 year(s) initial term, with the option, in University’s discretion, to extend the contract for 4 additional 1 year period(s), for a total possible contract term of 5 years.

[x]  If checked, it is anticipated that the contract awarded under this RFQ, will terminate upon completion of the work contemplated herein.

**Scope of Work:**

Contractor to provide services, including but not limited to the following:

* Design and development of a new Sports Product Management Program (“SPMP”) website that will be incorporated into the existing Lundquist College of Business (“LCB”) Drupal hosting environment. The site's objective is three-fold: 1) Build University’s brand as the global leader in sports product management education; 2) Recruit top domestic and international applicants; and 3) Build upon the existing LCB platform. The site must effectively showcase the SPMP brand through the use of copy, imagery, and videos. It must also allow for 1- and 2- way interaction with students (ex. email, request information, chat, apply, and register). The resulting site will incorporate a new look and feel, responsive user-interface design, an intuitive navigation scheme, and compatibility with multiple platforms.
* Contractor will be responsible for the design and development, and University’s web team will be responsible for the platform component to ensure the new SPMP site is compatible with University’s other Business School sites. Contractor will need to partner with University’s web team to ensure that the design and development work marries succinctly with the platform. SPMP staff will be involved in all meetings and will be responsible for alignment between Contractor and University’s web team.
* See Exhibit B for additional specifications.

**Qualifications:** University is seeking Contractor with the following qualifications:

Required:

* Based in Portland, Oregon as that is where the SPMP is based
* 5-10 years minimum web design and development experience
* Extensive experience working with sports product companies. Design and development work for 3 sports product company websites is required as the minimum.

Preferred:

* International experience is preferred. A contractor who has worked on 2+ global sports product company websites will be best versed in creating the international feel of the site that is in-line with the SPMP target audience, a large percentage of which are international prospective students.

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**Submittals:**

Contractor must submit the following information:

* 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;
* Detailed information on how the Respondent meets each of the qualifications set forth above, including a firm resume and description of resources available to Respondent to perform under a contract awarded pursuant to this letter;
* Evidence that Respondent has any and all licenses (including, but not limited to, software licenses) necessary for the work contemplated herein;
* Detailed description of experience with similar projects. Contractor’s description must include a minimum of three examples demonstrating the above experience and include work samples of similar projects (e.g. photographs, literature, hyperlinks, etc.);
* A list of three clients and contact information for whom similar projects have been completed by Contractor. These clients may be contacted by University for an evaluation and assessment of Contractor’s performance;
* 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;

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* Detailed description of procedures and other aspects of the working relationship expected between Respondent’s project manager and University's representative;
* Proposed timeline with breakdown of time allocated for delivery of all products, which Respondent would provide under a contract awarded pursuant to this RFQ, along with a list of contingencies that would impact the proposed timeline;
* Itemized schedule of costs for individual items and hourly rates (and overall total cost), which Respondent would provide under a contract awarded pursuant to this letter;
* Completed and Signed Representations, Certifications, and Acknowledgements (See Exhibit A); and
* Completed Contractor’s Proposed Statement of Work (SOW) Details (See Exhibit B).

[x]  **Insurance Requirements:** If checked, the specified insurance is required for any contract resulting from this RFQ. See Exhibit C included in this RFQ.

[ ]  **Additional Terms and Conditions:** If checked, this quote is subject to the following additional University terms and conditions:

EXHIBIT A

RFQ for Sports Product Management Program Website

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**Representations, Certifications, and Acknowledgements**

***(Contractor MUST Complete Grey Shaded Areas and Submit with Quote by Closing Date and Time.)***

Contractor:

Address:       Email:

Phone:       Fax:

**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 [ ]

**Representations and Warranties.** By submitting this quote in response to this RFQ, Contractor represents and warrants that:

1. **Prices quoted shall be firm for three months from the Closing Date and Time**.

2. Contractor has the power and authority to enter into and perform the contract awarded as a result of this RFQ.

3. The individual signing for Contractor is authorized to execute this quote on behalf of Contractor.

4. Contractor is an independent contractor and not an employee, partner, or agent of University.

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

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

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

Signature: Date:

Print Name:

[ ] No Quote. Date Contacted:       Reason:

EXHIBIT B

RFQ for Sports Product Management Program Website (PCS# 225000-0013-RFQ)

**Contractor’s Proposed Statement of Work (SOW) Details**

**To streamline the quote and contracting review process, fill in the SOW details below.**

**Contractor Full Legal Name:**

**Contract Term:**

**Proposed Start Date:**

**Proposed End Date:**

**Price Quote for Services: [ ]** Fixed Fee:       **[ ]** Variable Fee – Define Structure (ie. Rate per hour or per deliverable):

**Maximum Not to Exceed: $**

**Deliverables:** Contractor will provide to University the following deliverables:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description of Deliverables/Milestones** | **University’s Preferred Timeline** | **Contractor’s Proposed Timeline** | **Responsible Party** | **Fee/Rate** |
| **1.** | **Discovery** | **5 days following Contract execution** |  |  |  |
|  | Meeting with University’s Sports Product Management team for formal briefing on project. | Day 1 |  | University and Contractor |  |
|  | Internet research on sports product company and academic sites | Day 2 |  |  |  |
|  | Prospective student focus group | Day 3 |  |  |  |
|  | Site research meeting with LCB leadership to discuss needs of an academic website and existing framework.  | Day 4 |  | University and Contractor |  |
|  | University will review ADA compliance requirements with Contractor. | Day 5 |  | University and Contractor |  |
| **2.** | **Design/Wireframe** | **3 weeks following completion of Discovery** |  |  |  |
|  | Contractor will complete graphic design for all page templates, including home page, workshop page, innovation lab page, sports industry news page, proposed master’s program pages, and 1-3 other pages as determined by University. Page templates must include content types (video, social media links, feedback, email sign-up, chat, register, calendar, image gallery, etc.) | Day 7-18 |  | Contractor |  |
|  | Contractor will make any edits requested by University | Day 23-25 |  | Contractor |  |
| **3.** | **Development** | **4 weeks following completion of design phase** |  |  |  |
|  | Contractor to build pages according to templates developed in design phase and deliver to University for review  | Day 29-46 |  | Contractor |  |
|  | Contractor will make any necessary edits based on University’s feedback. | Day 51-53 |  | Contractor |  |
| **4.** | **Testing** | **1 week following completion of the development phase** |  |  |  |
|  | Contractor will conduct adequate testing to ensure flawless launch this to focus group testing | Day 56-60 |  | Contractor |  |
| **5.** | **Launch** | **75 Days from Contract Execution** |  | Contractor |  |
|  | Contractor will launch the website  |  |  |  |  |

**Additional Expenses:**

EXHIBIT C

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**During the term of this Contract, Contractor will maintain in full force at Contractor’s own expense the insurance indicated below and fulfill the following requirements:**

**1.** **General Liability Insurance [x]  Required by University [ ]  Not Required by University**

Contractor will obtain comprehensive general liability insurance with a broad form CGL endorsement or broad form commercial general liability insurance, with a minimum combined single limit of not less than [x]  $1,000,000 for each occurrence and $2,000,000 aggregate or [ ]  $2,000,000 for each occurrence and $5,000,000 aggregate covering bodily injury and property damage, and will include personal and advertising injury liability, products liability, and contractual liability coverage for the indemnity provided under this Contract. It will provide that University and officers and employees are additional insureds but only with respect to the Contractor's services to be provided under this Contract(*See* Paragraph #4 of this Exhibit).

**2.** **Commercial Auto Liability Insurance: [ ]  Required by University** **[x]  Not Required by University**

Commercial automobile liability insurance with a minimum combined single limit of $1,000,000 for each accident and $2,000,000 aggregate for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles, as applicable.

**3.** **Professional Liability Insurance:[ ]  Required by University** **[x]  Not Required by University**

Examples to consider: attorney, physician, dentist, counselor, architects, etc. Professional Liability insurance with a combined single limit, or the equivalent, of not less than [x]  $1,000,000 per occurrence and $2,000,000 aggregate or [ ]  $2,000,000 per occurrence and $5,000,000 aggregate. This is to cover damages caused by error, omission, or negligent acts related to the professional services to be provided under this Contract. If this 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. Only a certificate is required.

**If in the presence of minors: [ ]  Required by University [x]  Not required by University**

In addition to the above professional liability insurance requirements, above, Contractor’s professional liability insurance policy will contain provisions for coverage of allegations of corporal punishment, sexual abuse, and molestation.

**4. Insurance; Certificates of Insurance and Endorsements.**

Contractor will obtain insurance policies issued by an insurance company authorized to do business in the State of Oregon with a minimum financial rating of an AM Best rating of A- or higher. Contractor’s liability insurance, except for professional liability insurance, will be arranged on an “occurrence” basis. The Contractor will be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

Upon request by University, Contractor must provide to University a Certificate of Insurance from the insuring company evidencing insurance coverage required by this Contract. The “Description of Operations” must include (using the following exact language) the “**State Board of Higher Education acting by and through the University of Oregon, their officers and employees”** as additional insured. The certificate will provide that the insurance company will give a 30-days’ written notice to University if the insurance is cancelled or materially changed.

Upon request by University, Contractor will provide to University an endorsement from the insuring company, naming (using the following exact language) the “**State Board of Higher Education acting by and through the University of Oregon, their officers and employees”** as additional insured. If requested, complete copies of insurance policies will be provided to University.

**5. Notice of cancellation or change.** Contractor will not cancel, materially change, reduce limits, or fail to renew the insurance coverage(s) without 30-days' written notice from the Contractor or insurer(s) to University, Contract Manager at the following address: 720 E. 13th Avenue, Suite 302, Eugene, OR 97401.